



## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 09/26/23

**PREPARED BY:** Adam Owczarzak - Assistant to the City Manager

**AGENDA ITEM CONTENT:** Recycling Cart Grant Agreement with EGLE & The Recycling Partnership

**AGENDA ITEM SECTION:** Reports

**BUDGETED AMOUNT:** \$0

**FUNDS REQUESTED:** \$ 0

**FUND:** N/A

**EXECUTIVE SUMMARY:**

See Attached Report.

**RECOMMENDATION:**

City staff is recommending that the Council accept both grant awards of \$403,200.00 from Michigan EGLE and \$105,600 from the Recycling Partnership and allow the City Manager to sign the grant agreement on behalf of the city. Staff also recommends that the council allocate \$540,000 to be added to the FY 2025 Budget to cover the costs of Trash Carts and Assembly and Delivery of 19,200 Carts to 9,600 Households.

**To:** Melissa Marsh, City Manager

**From:** Adam Owczarzak, Assistant to the City Manager

**Date:** September 21, 2023

**Subject:** Recycling Cart Grant Agreement with EGLE & The Recycling Partnership

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## **BACKGROUND**

As part of the 2023-24 -Strategic Plan, the City Council approved – directing staff to work on a recycling grant to provide a universal rollout of recycling carts to residents. This item was not included in the 2023-24 budget as it was only to be completed if the grant was awarded.

After the strategic planning meeting, Staff began researching funding opportunities to purchase Recycling Carts. Staff found two funding opportunities; one from the Recycling Partnership, which is a non-profit that offers technical assistance to communities that implement recycling programs, and the other funding opportunity from Michigan Department of Environment, Great Lakes, and Energy (EGLE) Materials Management. On August 30, 2023, Staff were notified that we were awarded \$403,200 to purchase recycling carts. The grant comes with two stipulations: 1. that the city offers a 20% match for the grant and 2. that we do a universal rollout of Trash Carts. In addition to this EGLE grant, the Recycling Partnership Awarded the city \$105,600. These funds will cover the 20% match as well as some costs to print the infographic sheet, which will be attached to each cart informing residents of recycling best practices. The city would be responsible for purchasing the Trash Carts and paying for the Assembly and Distribution of both Trash and Recycling Carts at an estimated cost of \$540,000.

Should the council not want to allocate \$540,000 in the FY 2025 Budget, we will have to decline the grant awards now. In total this project will cost \$1,036,800, \$509,200 will be grant-funded and \$540,000 will come from the City's General Fund.

Pending council approval and availability of carts, we plan to roll out this program in the Summer 2024. Before this roll-out Staff will be developing a opt-out program for those residents that have already purchased trash and recycling carts.

## **RECOMMENDATION**

City staff is recommending that the Council accept both grant awards of \$403,200.00 from Michigan EGLE and \$105,600 from the Recycling Partnership and allow the City Manager to sign the grant agreement on behalf of the city. Staff also recommends that the council allocate \$540,000 to be added to the FY 2025 Budget to cover the costs of Trash Carts and Assembly and Delivery of 19,200 Carts to 9,600 Households.



20 F Street, 7<sup>th</sup> Floor  
Washington, DC 20001

RECYCLINGPARTNERSHIP.ORG

Adam Owczarzak  
City of Madison Heights, Michigan  
300 W 13 Mile Road  
Madison Heights, MI 48071

May 30, 2023

Dear Adam Owczarzak,

On behalf of The Recycling Partnership funders and staff I would like to congratulate the City of Madison Heights on being selected as a Residential Curbside Recycling Cart Grant recipient. As a part of this grant, Madison Heights will receive direct financial assistance from The Recycling Partnership in the projected amount of \$105,600. In addition to this grant funding, Madison Heights will also receive a wide range of technical assistance and in-kind support from The Recycling Partnership as we work to support your implementation of community-wide cart-based curbside recycling.

By accepting this grant, Madison Heights will join a distinguished and growing list of communities that have successfully taken advantage of grant funding from The Recycling Partnership to improve their public recycling programs. At The Recycling Partnership we work hand in hand with communities and our funders to transform recycling for good, and the close partnerships that we develop with our grantee communities are living examples of this collaborative approach. We couldn't be more excited about the opportunity to work with the City of Madison Heights as your community finalizes its plans to implement this important investment in your public recycling system.

In the coming weeks I will be sending you a draft grant contract agreement for review and eventual signature. The contract will have an anticipated term that begins as soon as the agreement is executed and extends for a full year beyond the implementation of recycling with carts. Moving forward, I will work with you to finalize the grant agreement, and as we get closer to your planned implementation a team of Recycling Partnerships staff will engage with key Madison Heights personnel to fine tune the project timeline and begin detailed planning for our work together.

I will be in touch again soon, though please feel free to reach out if you have any questions in the meantime. Thank you very much, and again, congratulations!

Sincerely,

Vincent Leray, Grant Development Manager  
The Recycling Partnership  
Email: [vlaray@recyclingpartnership.org](mailto:vlaray@recyclingpartnership.org)  
Phone: 662.640.8571



## RECYCLING INFRASTRUCTURE GRANT AGREEMENT

BETWEEN THE

MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

AND CITY OF MADISON HEIGHTS

This Grant Agreement ("Agreement") is made between the Michigan Department of Environment, Great Lakes, and Energy (EGLE), **Materials Management Division** ("State"), and **City of Madison Heights** ("Grantee").

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. Legislative appropriation of Funds for grant assistance is set forth in **Public Act No. 0166 of 2022**. This Agreement is subject to the terms and conditions specified herein.

### **PROJECT INFORMATION:**

Project Name: Recycle Madison Heights (RMH)

Project #: INF-23-002

Amount of grant: \$403,200.00

% of grant state 100 / % of grant federal 0

Amount of match: \$100,800.00 = 20%

PROJECT TOTAL: \$504,000.00 (grant plus match)

Start Date (executed by EGLE):

End Date: 9/30/2026

### **GRANTEE CONTACT INFORMATION:**

Name/Title: Adam Owczarzak, Assistant to the City Manager

Organization: City of Madison Heights

Address: 300 W Thirteen Mile Rd

City, State, ZIP: Madison Heights, MI 48071

Phone Number: 248-583-0829

Fax Number: N/A

E-Mail Address: AdamOwczarzak@madison-heights.org

Federal ID Number (Required for Federal Funding): 38-6025685

Grantee DUNS/UEI Number (Required for Federal Funding): EGY3GJKYGGZ83

SIGMA Vendor Number: CV0048672

**STATE'S CONTACT INFORMATION:**

Name/Title: Devan Dodge, Environmental Analyst

Division/Bureau/Office: Materials Management Division (MMD)

Address: P.O. Box 30473

City, State, ZIP: Lansing, MI 48909-7973

Phone Number: 517-275-0894

Fax Number: N/A

E-Mail Address: DodgeD1@michigan.gov

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

**FOR THE GRANTEE:**

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Signature	Name/Title	Date
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**FOR THE STATE:**

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Signature	Elizabeth M. Browne, Director, MMD Name/Title <i>klg</i> 09/07/23	Date
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## **I. PROJECT SCOPE**

This Agreement and its appendices constitute the entire Agreement between the State and the Grantee and may be modified only by written agreement between the State and the Grantee.

(A) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.

(B) By acceptance of this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

## **II. AGREEMENT PERIOD**

Upon signature by the State, the Agreement shall be effective from the Start Date until the End Date on page 1. The State shall have no responsibility to provide funding to the Grantee for project work performed except between the Start Date and the End Date specified on page 1. Expenditures made by the Grantee prior to the Start Date or after the End Date of this Agreement are not eligible for payment under this Agreement.

## **III. CHANGES**

Any changes to this Agreement other than budget line-item revisions less than 20 percent of the budget line item shall be requested by the Grantee or the State in writing and implemented only upon approval in writing by the State. The State reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without approval by the State.

## **IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS**

The Grantee shall submit deliverables and follow reporting requirements specified in Appendix A of this Agreement.

(A) The Grantee must complete and submit quarterly financial and progress reports according to a form and format prescribed by the State and must include supporting documentation of eligible project expenses. These reports shall be due according to the following:

<b>Reporting Period</b>	<b>Due Date</b>
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	Before October 15*
October 1 – December 31	January 31

\*Due to the State's year-end closing procedures, there will be an accelerated due date for the report covering July 1 – September 30. Advance notification regarding the due date for the quarter ending September 30 will be sent to the Grantee.

If the Grantee is unable to submit a report in early October for the quarter ending September 30, an estimate of expenditures through September 30 must be submitted to allow the State to complete its accounting for that fiscal year.

The forms provided by the State shall be submitted to the State's contact at the address on page 1. All required supporting documentation (invoices, proof of payment, etc.) for expenses must be included with the report.

(A) The Grantee shall provide a final project report in a format prescribed by the State. The Grantee shall submit the final status report, including all supporting documentation for expenses, along with the final project report and any other outstanding products within 30 days from the End Date of the Agreement.

(B) All products shall acknowledge that the project was supported in whole or in part by EGLE Recycling Program, per the guidelines provided by the program.

## **V. GRANTEE RESPONSIBILITIES**

(A) The Grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant.

(B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State.

(C) The Grantee shall be solely responsible to pay all applicable taxes and fees, if any, that arise from the Grantee's receipt or execution of this grant.

(D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services submitted to the State under this Agreement. The Grantee shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in drawings, designs, specifications, reports, or other services.

(E) The State's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The State's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

(F) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the grant.

## **VI. USE OF MATERIAL**

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the State funded all or a portion of its development.

The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

## **VII. ASSIGNABILITY**

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

## **VIII. SUBCONTRACTS**

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

## **IX. NON-DISCRIMINATION**

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

## **X. UNFAIR LABOR PRACTICES**

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq.*

## **XI. LIABILITY**

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, or any employee or agent of the Grantee acting within the scope of their employment or agency.

(B) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

## **XII. CONFLICT OF INTEREST**

No government employee, or member of the legislative, judicial, or executive branches, or member of the Grantee's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

## **XIII. ANTI-LOBBYING**

If all or a portion of this Agreement is funded with federal funds, then in accordance with 2 CFR 200, as appropriate, the Grantee shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or federal government or in litigation against the State. Further, the Grantee shall require that the language of this assurance be included in the award documents of all subawards at all tiers.

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "'Lobbying' means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

## **XIV. DEBARMENT AND SUSPENSION**

By signing this Agreement, the Grantee certifies that it has checked the federal debarment/suspension list at [www.SAM.gov](http://www.SAM.gov) to verify that its agents, and its subcontractors:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.
- (2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
- (4) Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- (5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

## **XV. AUDIT AND ACCESS TO RECORDS**

The State reserves the right to conduct a programmatic and financial audit of the project, and the State may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained for a minimum of five years after the final payment has been issued to the Grantee by the State.

## **XVI. INSURANCE**

- (A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement.
- (B) The Grantee must comply with applicable workers' compensation laws while engaging in activities authorized under this Agreement.

## **XVII. OTHER SOURCES OF FUNDING**

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement must not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings, or to immediately refund to the State, the total amount representing such duplication of funding.

## **XVIII. COMPENSATION**

- (A) A breakdown of costs allowed under this Agreement is identified in Appendix A. The State will pay the Grantee a total amount not to exceed the amount on page 1 of this Agreement, in accordance with Appendix A, and only for expenses incurred and paid. All other costs necessary to complete the project are the sole responsibility of the Grantee.
- (B) Expenses incurred by the Grantee prior to the Start Date or after the End Date of this Agreement are not allowed under the Agreement, unless otherwise specified in Appendix A.
- (C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.
- (D) The State reserves the right to request additional information necessary to substantiate payment requests.
- (E) Payments under this Agreement may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the SIGMA Vendor Self Service web site (<https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>).
- (F) An amount equal to 5 percent of the grant award will be withheld by the State until the project is completed in accordance with Section XIX, Closeout, and Appendix A.

(G) The Grantee is committed to the match percentage on page 1 of the Agreement, in accordance with Appendix A. The Grantee shall expend all local match committed to the project by the End Date on page 1 of the Agreement.

#### **XIX. CLOSEOUT**

(A) A determination of project completion, which may include a site inspection and an audit, shall be made by the State after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.

(B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State's claims against the Grantee.

(C) The Grantee shall immediately refund to the State any payments in excess of the costs allowed by this Agreement.

#### **XX. CANCELLATION**

This Agreement may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the Grantee, or upon mutual agreement by the State and Grantee. The State may honor requests for just and equitable compensation to the Grantee for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the State and the State will no longer be liable to pay the grantee for any further charges to the grant.

#### **XXI. TERMINATION**

(A) This Agreement may be terminated by the State as follows.

(1) Upon 30 days written notice to the Grantee:

- a. If the Grantee fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation cited on page 1, or the rules promulgated thereunder, or other applicable law or rules.
- b. If the Grantee knowingly and willingly presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.
- c. If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.
- d. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
- e. During the 30-day written notice period, the State shall withhold payment for any findings under subparagraphs a through d, above and the Grantee will immediately cease charging to the grant and stop earning match for the project (if applicable).

(2) Immediately and without further liability to the State if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:

- a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract;
- b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;
- c. Convicted under State or federal antitrust statutes; or
- d. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity.
- e. Added to the federal or state Suspension and Debarment list.

(B) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

## **XII. IRAN SANCTIONS ACT**

By signing this Agreement, the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.

## PROJECT-SPECIFIC REQUIREMENTS – APPENDIX A

### GRANT APPLICATION; PROJECT SCOPE

#### Statement of Work

The Grantee agrees to undertake, perform, and complete the following project:  
Implement universal single-stream recycling carts for the 9,600 households of City of Madison Heights, with the goal of increasing tonnage of recyclable materials recovered. Establish and implement an effective education campaign for the rollout of carts with the assistance of The Recycling Partnership. Separate from this grant, the City is simultaneously implementing community-wide curbside trash carts for consistency and ease of program operations.

#### Deliverables:

- Approval of cart purchase by Madison Heights City Council.
- Purchase curbside recycling carts.
- Assemble and deliver new carts and educational literature to residents.
- Submit quarterly reports to EGLE, including Tonnage Data Tracking.
- Submit final report to EGLE.

#### Timeline:

Task	Expected Timeline
City Council approves purchase of carts	September 2023
Place purchase order for carts	September 2023
Delivery and assembly of carts and literature bag	Winter 2024
Tonnage data tracking	Ongoing throughout grant period
Quarterly Reports	See section IV of Grant Agreement
Final Report	Upon Project Completion

### GRANT REIMBURSEMENT PROCESS

The Grantee is responsible for the payment of all eligible costs necessary to complete the project. The Grantee shall submit reimbursement requests to the State which specify the time period covered by the reimbursement request and the payments made by the Grantee during the time period. Grant reimbursements will be for up to 80 percent of the documented purchase expenditures, not to exceed the awarded grant amount, less a 5 percent retention amount that will be released upon approval of the final report. The final report is due six months after the infrastructure item(s) have been purchased, installed, and/or constructed, but no later than September 30, 2026. 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 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 must be requested in conjunction with required, quarterly progress

reports. Total payment made to the Grantee by the State shall not exceed the amount identified in this grant agreement. Any costs associated with the project that exceed the awarded grant amount shall be the responsibility of the Grantee.

The Grantee is responsible for ensuring that all partner entities fulfill their commitments under the grant proposal.

The Grantee is responsible for ensuring that all products requiring reimbursement acknowledge that the project was supported in whole or in part by the EGLE Recycling Grant Program.

**RECAPTURE:** The Grantee is hereby notified and hereby acknowledges that the Grant is subject to recapture and that the Grantee will incur an obligation to repay the Grant (the "Recapture Obligation") immediately, in full, if:

- a. it fails to comply with the entirety of the grantee's grant application attached, including all budget, tasks, and timeline;
- b. it sells, exchanges, or disposes of any equipment described in this Agreement without the Grantor's written approval; or
- c. the State of Michigan determines that there has been a default under the Agreement and seeks reimbursement.

In the event that the Grantee becomes liable for a Recapture Obligation, it shall satisfy the Recapture Obligation within the time specified in the written notice thereof to the Grantee by the Grantor.

The Grantee's obligation under this sub-section shall survive five years beyond the term of this Agreement.

## **REPORTING REQUIREMENTS**

The Grantee shall comply with all reporting requirements of the State during the Agreement Period. A reporting calendar can be found in Section IV of the boilerplate agreement language.

### **QUARTERLY REPORTS**

The Grantee shall submit the final quarterly status and financial report, including all supporting documentation for expenses, by September 30, 2026.

**Quarterly progress and financial reports must be submitted at least every three months during the Agreement Period, even if no funds were expended.** Provide the following narrative using the numbers and headings listed below:

#### **I. SUMMARY OF ACTIONS TAKEN DURING THE CURRENT PERIOD**

- A. Describe the tasks completed and how project funds were expended during the time period covered by the report. If no funds were expended during the current period, include a statement to that effect, along with an explanation and a description of tasks completed during the period.
- B. If any products were developed during the time period covered by the report, include a copy of the products with the report.

## **II. SUMMARY OF ACCOMPLISHMENTS DURING THIS PERIOD**

- A. Goals and objectives as set forth in the grant application and grant contract. List the project's stated goals and objectives and describe how the project is meeting them.
- B. Additional project accomplishments not included in original project goals and objectives.
- C. Project data: Provide any data collected during the current period, as described in the grant application incorporated with this contract. Attach available documentation which supports the data. If the data provided covers a previous reporting period, specify the dates which the data is from.

## **III. SUMMARY OF REMAINING ACTIONS TO BE TAKEN**

- A. Describe the remaining tasks to be completed and indicate whether or not these tasks will be completed within the approved project schedule. For tasks which will not be completed within the approved project schedule, discuss the reasons for the delay and provide the revised task completion date.

## **IV. PROBLEMS ENCOUNTERED DURING THIS PERIOD**

- A. Identify any problems encountered during the current reporting period and explain how they were resolved. Describe the impact these problems have had or will have on project design, completion, and operations. If at any time the Grantee becomes aware that any materials collected or processed in association with grant purchases are being disposed, the Grantee must immediately notify EGLE and must document the issue in the next quarterly report.

The Grantee must also submit for EGLE review the steps that will be taken to address the issue and the expected timeframe for resolution.

## **V. ADDITIONAL COMMENTS**

- A. Provide any additional comments relevant to the status of the project and its operations.

## **VI. FINANCIAL DOCUMENTATION**

- A. Provide required documentation for funds expended during the reporting period, including proof of payment and proof of receipt of goods.

### ***FINAL PROJECT REPORT***

The purpose of the final project report is to provide the State with data on your project and a narrative discussion about your project, including an evaluation of the project to date. The final report is due six months after the infrastructure item(s) have been purchased and/or constructed, but no later than February 28, 2027. Retained funds will be forfeited by the Grantee if the final report is not accepted.

Identify the time period covered by the final project report. Provide the following narrative information using the numbers and headings listed below:

## **I. PROJECT DESCRIPTION**

- A. Provide a description of the project funded.
  - i. Provide a 4-5 sentence summary of the project.
  - ii. Include any news articles and/or photographs as appropriate.
  - iii. Include the date project operations began and a discussion of the current status of project operations.
- B. List and explain the steps involved in completing the project, from planning through implementation to ongoing operations. Include the dates of major project activities and events.
- C. List and discuss other entities (e.g., companies, nonprofit groups, local units of government) that played a role in planning and implementing the project and briefly describe their role. Describe any formal agreements that were entered into as a part of project implementation.

## **II. PROJECT COSTS: Provide the following information regarding costs required to implement the project:**

- A. Provide the dollar amounts and a description of all program related capital costs which have been incurred during the time period covered by this report. Identify the specific dates these costs were incurred.
- B. For the time period covered by this report, provide the dollar amounts and a description of all additional costs (beyond match) required to complete the project. Identify the specific dates these costs were incurred.
- C. For the time period covered by this report, provide the dollar amount and a description of the costs needed to operate the project.
- D. Describe the funding mechanisms utilized to operate and maintain the project activities.

## **III. PROJECT EVALUATION**

- A. Goals and Objectives. Summarize each of the project's goals and objectives as stated in your original proposal. Discuss (in both narrative and numerical terms) how well you are meeting each goal and objective. For each goal or objective that is not being met, discuss why.
  - i. If the project goals and objectives have changed from those that were originally established, discuss how and why. Also, discuss how these changes have impacted the final project.
  - ii. Recovery/Access/Participation Goals: As a part of the above discussion of project goals and objectives, identify the increase in either volume collected (in tons or cubic yards per year) by material type, or geographical access/population served that the project is currently achieving. If the project is not meeting its goals, provide a discussion on why these goals are not being met. Also, indicate what steps you are taking in order to meet the stated goals in the future, and provide a timeframe for meeting these goals.

- B. Discuss any project accomplishments not included in the project's original goals and objectives.
- C. Discuss the economic impact the project has had on the local economy. Include information on new jobs created and sustained and any other relevant economic information.
- D. List and describe all significant problems encountered during project implementation, including any cost overruns, institutional barriers, local issues, etc. Describe how the problems were addressed and resolved. Describe any impact these problems had in project design, implementation and/or ongoing operations.
- E. Describe the most successful components of the project and explain why you think they are successful.
- F. Describe the least successful components of the project and explain why you think they are not successful.
- G. Lessons Learned. Discuss any conclusions you have made about the technical and economic feasibility of carrying out a similar project. Identify what you would do differently if you were to carry out a similar project, and why.
- H. Provide a description of the motivation for pursuing this grant opportunity and how the need for the project was identified.

#### IV. ADDITIONAL COMMENTS

- A. Provide any additional information relevant to the status of the project and its operations.
- B. Provide a description of opportunities that you may have identified after implementing this grant.

The quarterly and final project report must be signed by the authorized contact person for the project. Indicate any name, address, or telephone number changes for the contact person and/or the project.

Submit the quarterly and final project reports to the attention of the State's contact at the following email address: [EGLE-RecyclingGrant@michigan.gov](mailto:EGLE-RecyclingGrant@michigan.gov)

If you need this information in an alternate format, contact [EGLE-Accessibility@Michigan.gov](mailto:EGLE-Accessibility@Michigan.gov) or call 800-662-9278.

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This form and its contents are subject to the Freedom of Information Act and may be released to the public.

**Attachment A  
Budget Proposal**

*FY23 Infrastructure Program  
City of Madison Heights*



**MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY  
MATERIALS MANAGEMENT DIVISION  
RECYCLING INFRASTRUCTURE  
FINANCIAL STATUS REPORT**

**Grantee / Vendor Name:** City of Madison Heights

**Vendor Number:** CV0048672

**Project Name:** Recycle Madison Heights

**Grant Given Number:** TBD

**Contract Date From:**                      **To:** 9/30/2025

**Contact Name:** Adam Owczarzak **Contact Number:** 248-583-0829

**Contact Email:** AdamOwczarzak@madison-heights.net

Category	Category Number	Amount
Salary and Benefits	1	\$ -
Contractual	2	\$ -
Equipment	3	\$ 504,000
Supplies	4	\$ -
Travel	5	\$ -
<b>Category Subtotal</b>		<b>\$ 504,000</b>
<b>INDIRECT BUDGET</b>		
	<b>Percentage</b>	
		\$ -
<b>PROJECT BUDGET</b>		
<b>Total</b>		<b>\$ 504,000</b>
<b>MATCH BUDGET</b>		
	<b>Percentage</b>	
<b>Total</b>	20%	<b>\$ 100,800</b>
<b>GRANT BUDGET</b>		
<b>Total</b>		<b>\$ 403,200</b>





QUOTE PREPARED FOR		SHIP TO	
Adam Owczarzak City of Madison Heights, MI 801 Ajax Drive Madison Heights, Michigan, 48071 (248) 589-2294		Madison Heights, MI	
ITEM DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
96-Gallon Sterling Series EcoCart - Color and Stamping TBD	9,600	\$51.75	\$496,800.00
64-Gallon Sterling Series EcoCart - Color and Stamping TBD	9,600	\$45.75	\$439,200.00
Assembly and Delivery to Residents - City-wide Distribution - Unload Incoming Delivery Trucks - Assemble and Delivery of Containers Curbside - Scanning of RFID Tags to Residential Addresses - Hanging Customer Supplied Literature Bag on Cart	19,200	\$5.25	\$100,800.00
*Pricing Based on Sourcewell Contract: CASCADE041521-CEI			
Subtotal			\$1,036,800.00
Sales Tax (if applicable on Product)		0.00%	\$0.00
Freight	Included	\$0.00	\$0.00
Sales Tax (if applicable on Freight)		0.00%	\$0.00
<b>Total</b>			<b>\$1,036,800.00</b>

## DETAILS

Freight: Included in Cart Pricing

Wheel Size: 10"

Lead time: TBD

Payment Terms: NET45

Warranty: 10 year Non-Prorated

Quote Valid Until: 5/1/23

All applicable taxes to be paid by buyer unless tax exemption certificate is provided.

PRESENTED BY	ACCEPTED BY	
Brian Miller, Regional Sales Manager Cascade Engineering, Inc. 4950 37th Street SE Grand Rapids, MI 49512 (616) 915-1693 (cell) (616) 975-4902 (fax) brian.miller@cascadeng.com Please return acceptance to email above.	Sign Name	Date
	Print Name & Title	Phone