



CIRCULAR ECONOMY GRANT AGREEMENT

BETWEEN THE

MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

AND CITY OF ANN ARBOR

This Grant Agreement ("Agreement") is made between the Michigan Department of Environment, Great Lakes, and Energy (EGLE), **Materials Management Division** ("State"), and **City of Ann Arbor** ("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: 0119 of 2023**. This Agreement is subject to the terms and conditions specified herein.

PROJECT INFORMATION:

Project Name: Circular Economy Action Plan for the City of Ann Arbor	Project #: CE25#23
Amount of grant: \$99,630.00	% of grant state \$99,630.00 / % of grant federal \$0
Amount of match: \$91,000.00 = 48%	PROJECT TOTAL: \$190,630.00 (grant plus match)
Start Date (executed by EGLE):	End Date: 09/30/2026

GRANTEE CONTACT INFORMATION:

Name/Title: Dr. Melissa (Missy) Stults
Organization: City of Ann Arbor
Address: 301 E. Huron Street
City, State, ZIP: Ann Arbor, MI 48104
Phone Number: 734-794-3749
Fax Number: N/A
E-Mail Address: mstults@a2gov.org
Federal ID Number (Required for Federal Funding): 38-6004534
Grantee DUNs/UEI Number (Required for Federal Funding): R9C4BRD4M7L9
SIGMA Vendor Number: CV0047636

STATE'S CONTACT INFORMATION:

Name/Title: Keira Higgins, NextCycle Program Facilitator

Division/Bureau/Office: RRS, on behalf of EGLE

Address: 416 Longshore Dr.

City, State, ZIP: Ann Arbor, MI 48105

Phone Number: 607-372-0145

E-Mail Address: NextCycleMI.Grants@Recycle.com

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:

Signature	Name/Title	Date
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FOR THE STATE:

Signature	Elizabeth M. Browne, Director, MMD Name/Title <i>klg-02/21/25</i>	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 10% 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 progress and financial 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:

Reporting Period	Due Date
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.

(B) The Grantee shall provide a final project report in a format prescribed by the State. The Grantee must provide a draft final report 45 days prior to the end date of the agreement.

(C) All products shall acknowledge that the project was supported in whole or in part by Circular Economy Grant, EGLE, 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 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 seven 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.

(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) 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.

XXII. 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.

If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations. Questions or concerns should be directed to the Nondiscrimination Compliance Coordinator at EGLE-NondiscriminationCC@Michigan.gov or 517-249-0906.

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

**PROJECT-SPECIFIC REQUIREMENTS – APPENDIX A
GRANT WORK PLAN AND BUDGET**

GRANT WORK PLAN AND BUDGET

CITY OF ANN ARBOR
Circular Economy Action Plan

GRANT ADMINISTRATION

Resource Recycling Systems (RRS) on behalf of EGLE (“State Contact”) will administer the Circular Economy Grants.

PROJECT OVERVIEW

The City of Ann Arbor will create a Circular Economy Action Plan that will identify the needs, assets, and opportunities that exist within the Ann Arbor community to create a more circular local economy. This document will complement the City’s A²ZERO Carbon Neutrality Plan by establishing priorities and goals regarding the circular economy, identifying resources for the long-term support of existing circular economy programming, learning directly from the Ann Arbor community as to what future programming is needed, and creating a plan to implement programming that meets these needs.

This work builds on the recently developed A²ZERO Circular Economy Community Engagement Strategy, the first phase of a broader equitable engagement project around the circular economy. Currently, the City is working with G.O. Williams and Associates and a group of Resident Advisors from frontline communities throughout Ann Arbor to implement this strategy and receive input directly from frontline communities to inform the Circular Economy Action Plan.

The City is seeking funding to continue to engage frontline communities, extend this engagement to businesses and institutions, and use these insights to create a Circular Economy Action Plan that will establish and support sustainable, equitable, and community-driven circular economy programming that will thrive in Ann Arbor.

TASKS, MILESTONES AND DELIVERABLES

Task 1: Resident Engagement

Guy O. Williams and Associates (GOWA) will work with City staff and the City’s Circular Economy Resident Advisory Committee, a group of approximately 15 residents from various frontline communities, to survey a broad, diverse group of Ann Arbor residents about their needs, experiences, and methods of engaging with the circular economy. This data will be combined with qualitative feedback and insights provided during bimonthly in-depth conversations with the Resident Advisory Committee to create a final Resident Engagement report, which will be used as source material for the Circular Economy Action Plan and ensure that the City’s circular economy programming is rooted in the experiences, needs, and desires of the Ann Arbor community. Resident advisors will receive a stipend for their involvement as part of this grant.

- Subtask 1.1 – Host Resident Advisory Committee Meetings
 - o GOWA will reconvene the City’s Resident Advisory Committee, a group of approximately 15 Ann Arbor residents from various frontline communities, to collect their insights about the Circular Economy, including their experiences and the needs, assets, and methods of interacting with the circular economy that they have seen or would like to see in their communities. These meetings will additionally serve to discuss ongoing community engagement efforts and coordinate the participation of Resident Advisors in

conversations with and surveying of their communities via a series of engagement events (see Subtask 1.2).

- Subtask 1.2 – Surveying and Conversations at Public Engagement Events
 - o Working with City staff, GOWA will develop a survey methodology to have conversations with community members at scale to identify residents’ needs, experiences, and methods of engaging with the local circular economy. This calendar of events will prioritize community engagement with diverse audiences that elevate the perspectives of frontline communities. GOWA and City staff will further create a calendar of community events at which GOWA, City staff, and Resident Advisors can implement the survey and collect and analyze the data.
- Subtask 1.3 – Create Final Report
 - o GOWA will synthesize the outputs of the public engagement survey with the insights generated from the Resident Advisory Committee meetings to create a final report that outlines the perspectives of Ann Arbor residents, particularly from frontline communities with historically limited access to government. This report will include the needs that community members have expressed, the assets that community members appreciate most, the methods by which community members engage with the circular economy, and the ways in which community members would like to see engagement continue or grow moving forward. This Final Report will serve as source material for the Circular Economy Action Plan to ensure that the perspectives, needs, and desires of Ann Arbor residents, especially residents from marginalized communities, drive the City of Ann Arbor’s circular economy programming.

Task 2: Business and Institutional Engagement

The City will procure a responsible, qualified vendor to create and execute a strategy to engage Ann Arbor’s businesses, institutions, and organizations around the circular economy. This will result in the creation of a Business/Institutional Engagement report that will serve as source material for the Circular Economy Action Plan, ensuring that business and institutional needs are met by the City’s circular economy programming.

- Subtask 2.1 – Create Request For Proposal (RFP) for Business Engagement and Circular Economy Action Plan Technical Assistance Vendor
 - o The City will create an RFP for a qualified vendor to create and execute a business/institutional circular economy engagement strategy. This will include a series of conversations/meetings with area businesses/institutions to discuss their needs, capacities, and methods of currently engaging in the circular economy. This information will be synthesized into a Business/Institutional Engagement report that will serve the creation of the broader Circular Economy Action Plan.
 - o This RFP will additionally include technical assistance in the researching and drafting of the Circular Economy Action Plan.
- Subtask 2.2 – Release RFP and Subtask 2.3 – Vendor Selection
 - o After creating the RFP, the City will release the RFP for competitive bid and select the most responsive vendor. An Internal Steering Committee composed of City staff will be responsible for reviewing all bids, conducting interviews with top firms, and making a recommendation on the winning vendor.

- Subtask 2.4 – Administrative Processes for Contract
 - o After selecting a vendor, the City will work through City Council authorization, insurance verification, and contract ratification.
- Subtask 2.5 – Develop Business/Institutional Engagement Strategy
 - o With work overseen by the Internal Steering Committee, the Business/Institutional Engagement vendor will create a strategy to host conversations about the circular economy at scale with Ann Arbor’s businesses, organizations, and institutions. This will additionally include the creation of a methodology for capturing qualitative and quantitative insights from these conversations.
- Subtask 2.6 – Host Meetings/Surveys with Area Institutions/Organizations/Businesses
 - o After developing a business/institutional engagement strategy, the Business/Institutional Engagement vendor will execute this strategy, hosting meetings and surveying Ann Arbor’s businesses, organizations, and institutions to determine their circular economy needs, capacities, and desires.
- Subtask 2.7 – Synthesize Outputs from Business/Institutional Engagement and Create Business/Institutional Engagement Report
 - o After holding conversations at scale with area businesses, organizations, and institutions, the Business/Institutional Engagement vendor will synthesize the data and insights generated from these conversations to create a Business/Institutional Engagement report that can serve as a reference for future City circular economy planning and as reference material for the Circular Economy Action Plan.

Task 3: Creation of Circular Economy Action Plan

After engaging Ann Arbor residents, businesses, organizations, and institutions, the City will work with its vendor to create a Circular Economy Action Plan that will identify long-term opportunities, goals, barriers, and priorities for the City’s current and future circular economy programming.

- Subtask 3.1 – Research Promising Practices, Funding Mechanisms, and Supportive Policies
 - o The vendor will research local, state, national, and international examples of circular economy programs, methods and mechanisms for funding circular economy programs, and policies/regulations that support circular economy programs. The vendor will further review these options and evaluate their alignment with Ann Arbor’s regulatory context, culture, environmental goals, and equity focus.
- Subtask 3.2 – Identify all City Circular Economy Programs and Perform SWOT Analysis, Asset Map, and Needs Assessment
 - o The vendor will work with City staff to identify all of the City’s existing circular economy programs, analyzing these programs for their strengths, weaknesses, opportunities, threats, assets, and needs. After analyzing the current status of the City’s programs, the vendor will work with City staff to identify mechanisms and opportunities that can address program vulnerabilities and build upon program strengths.

- Subtask 3.3 – Synthesize Findings from Resident, Business, and Institutional Engagement Efforts, Including Gap Analysis of Current Programming Compared to Community Needs
 - o The vendor will synthesize the findings from the resident and business/institutional engagement performed in this project, as well as previous residential and business engagement performed by the City around the circular economy, including in Phase 1 of its Equitable Engagement project and its Solid Waste Resources Management Plan and A²ZERO Plan process. After synthesizing these findings, the vendor will work with City staff to identify gaps between the City’s current portfolio of programming and the needs/desires of residents, businesses, organizations, and institutions. If resources and opportunities allow, the vendor may work with the City to identify ways to modify existing programming or create new programming to meet these needs.

- Subtask 3.4 – Write Circular Economy Action Plan
 - o After synthesizing the City’s community engagement efforts, the vendor will work with City staff to draft a Circular Economy Action Plan that will:
 - Identify long-term goals and priorities for the City’s circular economy work
 - Identify methods to determine progress toward such goals
 - Determine the portfolio of programs that are necessary to meet the Ann Arbor community’s needs
 - Identify the short-term and long-term needs of these programs, such as funding and staff capacity, and how these needs will be met.
 - Identify opportunities for increasing the accessibility and adoption of the City’s circular economy programming
 - Based on resident and business/institution engagement, identify existing barriers to participating in circular economy programs and determine methods to address these barriers.

Project Metrics:

- Task 1:
 - o Number of residents surveyed/conversed with at public engagement events
 - o Number of Resident Advisors participating in Resident Advisory Committee
- Task 2:
 - o Number of businesses, organizations, and institutions surveyed/conversed with through business/institutional engagement strategy
- Task 3:
 - o Creation of Circular Economy Action Plan

Project Deliverables:

- Task 1: Creation of Resident Engagement Report
- Task 2: Creation of Business/Institutional Engagement Report
- Task 3: Creation of Circular Economy Action Plan

SUMMARY OF MILESTONES: TIMELINES

Milestone	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026
TASK 1: Resident Engagement																
Host Resident Advisory Meetings	X	X		X		X		X		X		X		X		
Survey/Have Conversations with Public about Circular Economy at Community Events	X	X	X	X	X	X	X	X	X	X	X	X				
Synthesize Outputs from Resident Advisory Meetings and Community Engagement and Create Resident Engagement Report								X	X	X						
TASK 2: Business/Institutional Engagement																
Create RFP for Business Engagement and Circular Economy Action Plan Technical Assistance Vendor	X															
Release RFP		X														
Vendor Selection			X													
Administrative Processes for Contract (City Council authorization, verification of insurance, negotiations, ratification)			X	X	X											
Business/Institutional Engagement Vendor meets with Internal Steering Committee to discuss engagement strategy						X	X									
Develop Business/Institutional Engagement Strategy						X	X	X								

Milestone	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026
Host Meetings/Surveys with Area Institutions/Organizations/Businesses								X	X	X	X					
Synthesize Outputs from Business/Institutional Engagement and Create Business/Institutional Engagement Report										X	X	X				
TASK 3: Creation of Circular Economy Action Plan																
Research Promising Practices, Funding Mechanisms, and Supportive Policies						X	X	X	X	X						
Identify all City Circular Economy Programs and Perform SWOT Analysis, Asset Map, and Needs Assessment						X	X	X	X	X						
Synthesize Findings from Resident, Business, and Institutional Engagement Efforts, Including Gap Analysis of Current Programming Compared to Community Needs											X	X	X			
Write Circular Economy Action Plan														X	X	X

The first month of the project will align with the execution of the Grant Agreement when it is signed by both parties.

**ATTACHMENT 1
DEFINITIONS**

DEFINITIONS

Agreement – defines the relationship between the State and Grantee and outlines the terms and conditions in which both parties will adhere to as the Grantee fulfills requirements of the grant funding award.

Eligible Expenses – project expenditures which are eligible to be covered by the grant. Eligible expenses include expenses related to: (1) equipment and supplies, (2) research and testing, (3) data analysis and collection, (4) marketing and promotion, (5) travel (aligned with the state travel rates) and (5) services related to expenditures. Additional information can be found in Appendix C.

Eligible Expense Documentation - proof and documentation to demonstrate eligible expense purchases were made and payment was completed. Documentation for eligible expenses is further outlined in Attachment C.

Eligible Expense Reimbursement Request Form – an expense reimbursement request form through the online grant portal will be used to submit all project expense reimbursement requests. An overview of the expense reimbursement form and procedures is further outlined in Attachment C.

Final Project Report - Additional information can be found in Appendix E. The Final Report will summarize accomplishments of the project and use of grant fundings, including providing key metrics regarding the impact of the project.

Grant Budget – an estimate of total funding (both grant funding and grant match funding) and project expenditures for the grant project. Total grant funding should include both the grant funding (State) and grant match funding. Total project expenditures should include a list of expenses including summary, unit cost, and total for all units. Grantees will be asked to use the Grant Budget Template to outline the following: (1) type of expenses on the grant project (equipment, materials, contracted testing, etc.), (2) amount of project expenses covered by grant funds, (3) amount of project expense covered by grant match funds, (4) total project cost amount, (5) total grant funding requested/approved and (6) total grant match funding (both dollar amount and percent of total). The Grant Budget Template is found in Attachment A.

Grantee – entity awarded a grant. The Grantee will be expected to work with the State and fully adhere to all terms of the grant Agreement.

Grant Funding - amount of grant funding awarded to the Grantee by the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Materials Management Division.

Grant Match Funding - amount of funding contributed by the Grantee or partners which is separate from the State grant funding award. Grant match funding is a cash contribution to the grant project (no in-kind, salaries, or similar expenses).

Grant Work Plan – a written document that outlines the work to be conducted on the grant project. The work plan provides an overview of the project, project tasks, milestones, deliverables, and timeline. The Grant Work Plan template is found in Attachment A.

Non-Eligible Expenses - project expenditures which are not eligible to be covered by the grant. Non-eligible expenses include expenses related to: (1) Grantee labor or salaries, (2) purchase or

rental of property, (3) dues, memberships or subscriptions, (4) paid holiday, vacation or similar time, (5) general business expenses such as payroll taxes or other costs, (6) out of scope supplies or purchases, and (7) conference or networking fees. Additional information in Appendix C.

Project Deliverables – includes the outcomes, outputs, and/or results that the Grantee was looking to achieve as part of the grant project. Project deliverables can be tangible or intangible, but the deliverable has a quantifiable aspect. Examples of a project deliverable may include: (1) final project report, (2) marketing materials – handouts, website, social media posts, etc., (3) marketing plan, (4) business plan, etc.

Project End Date – date Grantee is expected to have completed their grant project. All grant project activities are to be completed within an 18-month period.

Project Progress Report – a written report that Grantees will be required to submit quarterly through the online grant portal. Progress reports will provide project status updates to ensure the project is on track and meets deliverables. See Attachment D for additional information.

Project Start Date – date State approves Grantee’s grant project and funding.

Resource Recycling Systems, Inc (RRS) – RRS on behalf of EGLE will administer the grants.

**ATTACHMENT 2:
ELIGIBLE EXPENSE REIMBURSEMENT FORM**

ELIGIBLE EXPENSE REIMBURSEMENT

OVERVIEW

Grantees must submit eligible expense reimbursement requests with supporting documentation through the online grant portal.

Grantees can submit eligible expense reimbursement requests monthly or at least quarterly. Any eligible expense reimbursement submissions will be due by the 3rd Monday of each month at 5pm ET. Any eligible expense requests submitted by this deadline will be processed for payment within 60-days. Note, if a Grantee does not have any expenses to submit for a specific month, they are not required to submit a reimbursement form. Match contributions will be logged using the same form.

Eligible expense reimbursements will come directly from EGLE. All Grantees will be required to register an account on the [Statewide Integrated Governmental Management Applications Vendor Self-Service](#) (SIGMA VSS) system to receive grant reimbursements.

If 15 percent (15%) or more of the grant funding is expended in a single quarter, eligible expense reimbursement requests may be submitted monthly during that quarter.

DOCUMENTATION REQUIREMENTS

All eligible expense reimbursement requests and proof of match will require documentation to demonstrate eligible purchases were made and payment completed. Proof of payment shall be in the form of a cancelled check, bank statement, or other ACH payment. Documentation for eligible expenses are outlined in the table below.

Documentation for Reimbursements:

Type of Expense	Documentation Proof for Reimbursement	Grant Reporting Expectations (to be provided by the end of the project or reporting term)
Equipment Purchase	<ul style="list-style-type: none">• Copy of downpayment invoice• Copy of 'paid in full' invoice• Proof of expense payment	Confirmation of equipment installation (work order for installation, photo documentation, <i>or</i> operational results).
Product / Material Shipping	<ul style="list-style-type: none">• Copy of shipping receipt/invoice• Proof of shipping payment	Brief summary of purpose and outcomes of shipping.
Testing Supplies/ Similar Services	<ul style="list-style-type: none">• Copy of testing supply receipts or service invoices• Proof of expense/service payment	Results of testing (without revealing any intellectual property or sensitive information).
Services	<ul style="list-style-type: none">• Copy of service receipt/invoice• Proof of service payment	Brief summary of purpose and outcomes of services including relevant attachments or documentation.

Travel*	<ul style="list-style-type: none"> Expense report outlining travel expenses Copy of travel expense receipts Proof of travel expense payments 	Brief summary of travel including purpose and outcomes.
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* Travel related expenses for reimbursement will need to meet State of Michigan expense guidelines (these guidelines will be provided to Grantees as an attachment in the Grant Agreement). Mileage will be reimbursed at the federal IRS reimbursement rate.

EQUIPMENT OVER \$10,000

For any eligible expense reimbursement that includes an equipment purchase of over \$10,000, additional documentation will be required. This may include:

- For a vehicle, a lien will be required when registered with the Department of Motor Vehicles.
- For non-vehicle equipment, the Grantor will initiate a Uniform Commercial Code Filing which EGLE will process. The Grantee will need to fill out any relevant documentation relating to this process.


SUBMITTING REIMBURSEMENTS

All eligible expense reimbursement requests will be submitted through the online grant portal. For the relevant application, the Grantee will see relevant forms and stages based on the status of their application. For eligible expense reimbursements, an example view is below to show how Grantees will be able to submit multiple reports.

Fund Requests ▾

Close

Please click "+Add New Item" to log a new request. By default, all grants are reimbursement based. This log will include reimbursement requests which will be reviewed by grant program staff. This log should also be used to provide documentation of match funding if applicable to your project. If you have questions or need support please reach out to NextCycleMI.Grants@recycle.com.

Minimum required: 1 Maximum allowed: 100 Total Completed: 3 Draft: 1 

+ New Item

Name ▾	Request Amount ▾	Status ▾
Equipment reimbursement	\$148,000	<input type="button" value="Edit"/>
Advance Request	\$20,000	<input type="button" value="Edit"/>
Match Contribution	\$10,000	<input type="button" value="Edit"/>
Feasibility work reimbursement	\$25,483	draft <input type="button" value="Open"/>

Eligible expense reimbursements will be reviewed by the Grantor to ensure they are eligible with complete documentation. Grantees will also be expected to be up to date on reporting to receive their reimbursements.

Each eligible expense reimbursement request will include the following:

Request Name


Indicate if this is a request for reimbursement, a log for match funding, or request for advanced funds.

Description of Request and Work Completed

This description should include relevant milestones which expenses contributed to, specific line items in the grant budget, and any other relevant details. This description may describe match.

Request Amount

Receipt Upload

*This form is subject to change or have additional fields

**DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET,
VEHICLE AND TRAVEL SERVICES
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES
FY 2025 – Effective January 1, 2025**

MICHIGAN SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	\$98.00	
Breakfast	\$11.75	\$14.75
Lunch	\$11.75	\$14.75
Dinner	\$28.00	\$31.00

MICHIGAN IN-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	\$98.00	
Breakfast	\$9.75	\$12.75
Lunch	\$9.75	\$12.75
Dinner	\$22.00	\$25.00
Lodging	\$66.00	
Breakfast	\$9.75	
Lunch	\$9.75	
Dinner	\$22.00	
Per Diem Total	\$107.50	

OUT-OF-STATE SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	
Breakfast	\$15.00	\$18.00
Lunch	\$15.00	\$18.00
Dinner	\$29.00	\$32.00

OUT-OF-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	
Breakfast	\$11.75	\$14.75
Lunch	\$11.75	\$14.75
Dinner	\$27.00	\$30.00
Lodging	\$66.00	
Breakfast	\$11.75	
Lunch	\$11.75	
Dinner	\$27.00	
Per Diem Total	\$104.75	

Incidental Costs Per Day (with overnight stay) \$5.00

Mileage Rates	Current
Premium Rate	\$0.70 per mile
Standard Rate	\$0.440 per mile

* See Select Cities Listing

** Lodging available at State rate, or call Conlin Travel at 877-654-2179 or www.concursolutions.com

SELECT CITY LIST
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES
Effective October 1, 2024

Michigan Select Cities/Counties		
	CITIES	COUNTIES
	Ann Arbor, Auburn Hills, Beaver Island, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Midland, Muskegon, Petoskey, Pontiac, South Haven, Traverse City	Grand Traverse, Oakland, Wayne
Out of State Select Cities/Counties		
STATE	CITIES	COUNTIES
Alaska	All locations	
Arizona	Phoenix, Scottsdale, Sedona	
California	Arcata, Edwards AFB, Eureka, Los Angeles, Mammoth Lakes, McKinleyville, Mill Valley, Monterey, Novato, Palm Springs, San Diego, San Francisco, San Rafael, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	Los Angeles, Mendocino, Orange, Ventura
Colorado	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	
Connecticut	Bridgeport, Danbury	
District of Columbia	Washington DC (See also Maryland & Virginia)	
Florida	Boca Raton, Delray Beach, Ft Lauderdale, Jupiter, Key West, Miami	
Georgia	Brunswick, Jekyll Island	
Hawaii	All locations	
Idaho	Ketchum, Sun Valley	
Illinois	Chicago	Cook, Lake
Kentucky	Kenton	
Louisiana	New Orleans	
Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sandford	
Maryland	Baltimore City, Ocean City	Montgomery, Prince George
Massachusetts	Boston, Burlington, Cambridge, Martha's Vineyard, Woburn	Suffolk
Minnesota	Duluth, Minneapolis, St. Paul	Hennepin, Ramsey
Nevada	Las Vegas	
New Mexico	Santa Fe	
New York	Bronx, Brooklyn, Lake Placid, Manhattan, Melville, New Rochelle, Queens, Riverhead, Ronkonkoma, Staten Island, Tarrytown, White Plains	Suffolk
Ohio	Cincinnati	
Pennsylvania	Pittsburgh	Bucks
Puerto Rico	All locations	
Rhode Island	Bristol, Jamestown, Middletown, Newport, Providence	Newport
Texas	Austin, Dallas, Houston, L.B. Johnson Space Center	
Utah	Park City	Summit
Vermont	Manchester, Montpelier, Stowe	Lamoille
Virginia	Alexandria, Fairfax, Falls Church	Arlington, Fairfax
Washington	Port Angeles, Port Townsend, Seattle	
Wyoming	Jackson, Pinedale	

**ATTACHMENT 3:
PROJECT PROGRESS REPORT AND REQUIREMENTS**

PROJECT PROGRESS REPORT AND REQUIREMENTS

OVERVIEW

Grantees will be required to submit quarterly progress reports through the online grant portal. These progress reports will provide status updates related to the project to ensure it is on track and meets deliverables. Quarterly progress reports will align with check-in meetings or email updates with the Grantor.

PROGRESS REPORT FIELDS

Each progress report will include the following:

Report Name

Project Status

Progress Description

Provide a recap of progress made during this reporting period. Bullets can be utilized to summarize core milestones.

Reporting Period - over what time period does this progress report cover?

Start Date

End Date

Attachments

Upload any relevant attachments. Attachments should be merged and uploaded as one file.

*The report is subject to change or have additional fields

SUBMITTING REPORTS

All progress reports will be submitted through the online grant portal. For the relevant application, the Grantee will see relevant forms and stages based on the status of their application. For reporting, an example view is below to show how Grantees will be able to submit multiple reports.

Progress Reports Close

Please click "+Add New Item".

Minimum required: 1 Maximum allowed: 20 Total Completed: 1 **Draft: 2** ▲ + New Item

Name	Project Status	End Date	
First Quarter Report	On Schedule	09/27/2024	<input type="button" value="Edit"/>
Quarter 2 Report	Ahead of Schedule	12/20/2024	<input type="button" value="draft"/> <input type="button" value="Open"/>
(untitled)			<input type="button" value="draft"/> <input type="button" value="Open"/>

**ATTACHMENT 4:
FINAL PROJECT REPORT AND REQUIREMENTS**

PROJECT PROGRESS REPORT AND REQUIREMENTS

OVERVIEW

Grantees will be required to submit quarterly progress reports through the online grant portal. These progress reports will provide status updates related to the project to ensure it is on track and meets deliverables. Quarterly progress reports will align with check-in meetings or email updates with the Grantor.

PROGRESS REPORT FIELDS

Each progress report will include the following:

Report Name

Project Status

Progress Description

Provide a recap of progress made during this reporting period. Bullets can be utilized to summarize core milestones.

Reporting Period - over what time period does this progress report cover?

Start Date

End Date

Attachments

Upload any relevant attachments. Attachments should be merged and uploaded as one file.

*The report is subject to change or have additional fields

SUBMITTING REPORTS

All progress reports will be submitted through the online grant portal. For the relevant application, the Grantee will see relevant forms and stages based on the status of their application. For reporting, an example view is below to show how Grantees will be able to submit multiple reports.

Progress Reports Close

Please click "+Add New Item".

Minimum required: 1 Maximum allowed: 20 Total Completed: 1 **Draft: 2** ▲ + New Item

Name	Project Status	End Date	
First Quarter Report	On Schedule	09/27/2024	Edit
Quarter 2 Report	Ahead of Schedule	12/20/2024	draft Open
(untitled)			draft Open