MATERIALS MANAGEMENT PLANNING PROGRAM GRANT AGREEMENT

BETWEEN THE

MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

AND **ALLEGAN COUNTY**

This Grant Agreement ("Agreement") is made between the Michigan Department of Environment, Great Lakes, and Energy (EGLE), **Materials Management Division** ("State"), and **Allegan County** ("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 2020.** This Agreement is subject to the terms and conditions specified herein.

PROJECT INFORMATION:

Project Name: MMP-Allegan

Project #: PLA-25-022

Amount of grant: $112,404.75

100% of grant state / 0% of grant federal

Amount of match: $0

PROJECT TOTAL: $112,404.75 (grant plus match)

Start Date (executed by EGLE): _____

End Date: 12/7/2026

GRANTEE CONTACT INFORMATION:

Name/Title: Heather Bausick/Solid Waste and Recycling Coordinator

Organization: Allegan County

Address: 3255 122nd Ave. Suite 200

City, State, ZIP: Allegan, MI 49010

Phone Number: 269-686-4559

Fax Number: NA

E-Mail Address: hbausick@allegancounty.org

Federal ID Number (Required for Federal Funding): NA

Grantee DUNs/UEI Number (Required for Federal Funding): NA

SIGMA Vendor Number: CV0022586

STATE'S CONTACT INFORMATION:

Name/Title: Christina Miller/Materials Management Planning Specialist

Division/Bureau/Office: Materials Management Division

Address: 525 W. Allegan

City, State, ZIP: Lansing, MI 48909

Phone Number: 517-614-7426

Fax Number: N/A

E-Mail Address: EGLE-MMP@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:

Signature	Name/Title	Date

FOR THE STATE:

Signature	Name/Title	Date
JM	Tracy Kecskemeti, Acting Director, MMD	

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 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:

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. All required supporting documentation (invoices, proof of payment, etc.) for expenses must be included with the report.

(B) 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.

(C) The Grantee must provide electronic copies of all products and deliverables in accordance with Appendix A.

(D) All products shall acknowledge that the project was supported in whole or in part by Materials Management 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, 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).

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.

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PROJECT-SPECIFIC REQUIREMENTS – APPENDIX A

GRANT PROJECT SCOPE

The scope of this project is to ultimately develop and implement a Materials Management Plan (MMP). The detailed scope of work and proposed timeline for the project is included in this Agreement in Attachment C – Work Program. The detailed budget in Attachment C is for reference only. The executed budget for this project can be found in Attachment A – Grant Budget.

Grants shall be used for administrative costs for preparing, implementing, and maintaining a materials management plan (MMP), including, but not limited to, the following

a. Development of a work program as described in subsection (4)(b) and R 299.4704 and R 299.4705 of the Michigan Administrative Code, including a prior work program.
b. Developing an initial MMP and amending the MMP.
c. Ensuring public participation.
d. Determining whether new materials management facilities are consistent with the MMP.
e. Collecting and submitting data for the database utilized by the department for materials management facility reporting purposes and evaluating data in the database for the planning area.
f. Recycling education and outreach.
g. Recycling and materials utilization programs.
h. Preparation of required reports to the department
i. MMP implementation.
j. Efforts to obtain support for the MMP and planning process from local units of government.

NOTE: Grantee shall keep records documenting specific use of the MMP Grant funds.

COMPENSATION

Expenses related to the development of the Notice of Intent and Work Program are eligible for reimbursement from January 8, 2024, until the grant end date. Any other expenses outside of the grant period will not be reimbursable.

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 the documented purchase expenditures, not to exceed the awarded grant amount. Grantees must agree to supply data related to the development and implementation of the MMP as requested by Michigan Department of Environment, Great Lakes, and Energy (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.

TRAVEL EXPENSES

If travel expenses are included in the Budget, the Grantee must follow the State of Michigan Travel Rates found in Attachment B of this Agreement. The most recent State of Michigan Travel Rates can be found at DTMB - Travel (michigan.gov).

PURCHASE OF EQUIPMENT

The purchase of equipment not specifically listed in the Budget must have prior written approval of the Grant Administrator. Equipment is defined as non-expendable personal property having a useful life of more than one year and a true value of $10,000 or more. Such equipment shall be retained by the Grantee unless otherwise specified at the time of approval.

Equipment purchases of $10,000 or more will require the EGLE be listed on a Lien or Uniform Commercial Code (UCC) for 5 years, or until the equipment depreciates to less than $10,000.

To the greatest extent practicable, all equipment and products purchased with funds made available under this award should be Michigan-made as a first choice, or American-made.

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.

REPORTING REQUIREMENTS

The Grantee shall submit progress reports quarterly using a reporting form provided by the Grant Manager. These reports shall be due according to the table in **Part IV** of this Agreement.

QUARTERLY REPORTS

The Grantee shall submit the final quarterly status and financial report, including all supporting documentation for expenses, by January 31, 2027.

Quarterly progress and 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 for all tasks and funds expended during the time reporting period:

Submit the quarterly project reports using the following survey: Materials Management Planning Grants Quarterly Report Submittals Survey.

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ATTACHMENT A – GRANT BUDGET

MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
MATERIALS MANAGEMENT DIVISION
MATERIALS MANAGEMENT PLANNING PROGRAM
FINANCIAL STATUS REPORT

Grantee / Vendor Name: Allegan County
Vendor Number: CV0022586
Project Name: MMP - Allegan
Grant Given Number:
Contract Date From: | **To:** 12/7/2026
Contact Name: Heather Bausick **Contact Number:** 269-686-4559
Contact Email: hbausick@allegancounty.org

Category	Category Number	Amount
Salary and Benefits	1	$ 90,828.54
Contractual	2	
Equipment	3	
Supplies	4	$ 1,450.50
Travel	5	$ 1,960.00
Other Direct Costs	6	
Category Subtotal		**$ 94,239.04**

INDIRECT BUDGET	Percentage	
	20%	**$ 18,165.71**
PROJECT BUDGET		
Total		**$ 112,404.75**

MATCH BUDGET	Percentage	
Total		**$ -**
GRANT BUDGET		
Total		**$ 112,404.75**

Retention Rate: 0%

ATTACHMENT B – STATE OF MICHIGAN TRAVEL RATES

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 Plaines	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 C – WORK PROGRAM

EGLE ONLY FIELD	
EGLE Work Program Approval Date:	3/24/25
Single or Multicounty Effort:	SINGLE
Standard Grant Amount:	$60,000
Per Capita Population:	120,502 x $0.50 = $60,251
Total Grant Amount Allowed:	$120,251
Grant Amount Requested:	$109,344.25
Grant Amount Remaining Balance:	$10,906.75

Allegan County
Materials Management Plan
Work Program
Submitted: March 21, 2025

ALLEGAN COUNTY
MATERIALS MANAGEMENT PLANNING COMMITTEE MEMBERS

BUSINESS GENERATING MANAGED MATERIAL
Garth Llewellyn, VP, EHS and Continuous Improvement
Aunt Millie's Bakeries

WASTE DIVERSION, REUSE, OR REDUCTION
William Walker, Owner
Broken Arrow Recycling

COUNTY ELECTED OFFICIAL
Gale Dugan, Commissioner
Allegan County Board of Commissioners

TOWNSHIP ELECTED OFFICIAL
VACANT

CITY OR VILLAGE ELECTED OFFICIAL
VACANT

COMPOST FACILITY/ANAEROBIC DIGESTER
VACANT

ENVIRONMENTAL INTEREST GROUP
Randy Rapp, Environmental Health Manager
Allegan County Health Department

HAULER MANAGED MATERIAL
Jack Brown, Municipal Sales Manager
Republic Services

SOLID WASTE DISPOSAL FACILITY
Matt Rosser, District Manager
Autumn Hills Landfill

BUSINESS REPRESENTATIVE FROM SURROUNDING COUNTY
Russell Lewis,
Grand Rapids Wastewater Plant

MATERIALS RECOVERY FACILITY OPERATOR
Daniel Fritsch, Sales Supervisor
GFL Environmental

COUNTY APPROVAL AGENCY – SINGLE COUNTY

ALLEGAN COUNTY BOARD OF COMMISSIONERS
Official Representative: Rob Sarro, County Administrator
Representative Email: administration@allegancounty.org

DESIGNATED PLANNING AGENCY

ALLEGAN COUNTY RESOURCE RECOVERY
Contact Name: Heather Bausick, Solid Waste and Recycling Coordinator
Email: resourcerecovery@allegancounty.org
Phone: (269) 686-4559

CONTACT INFORMATION FOR MMP GRANT MANAGER

Contact Name: Heather Bausick, Solid Waste and Recycling Coordinator
Email: hbausick@allegancounty.org
Phone: (269) 686-4559

Contact Name: Becky Volker, Finance Specialist
Email: bvolker@allegancounty.org
Phone: (269) 686-5269

Work Program Approval – County Level

- Work program was approved by Allegan County materials Management Planning Committee on February 25, 2025.
- Work program was approved by Allegan County Board of Commissioners on March 13, 2025.

Proposed Milestone Schedule

		2024				2025				2026			
Task	**Completion Date/Deadline**	**Q1 - JAN-MAR**	**Q2 - APR-JUN**	**Q3 - JUL-SEP**	**Q4 - OCT-DEC**	**Q1 - JAN-MAR**	**Q2 - APR-JUN**	**Q3 - JUL-SEP**	**Q4 - OCT-DEC**	**Q1 - JAN-MAR**	**Q2 - APR-JUN**	**Q3 - JUL-SEP**	**Q4 - OCT-DEC**
Task 1 - Planning	7/2/2024	X	X										
Task 2 - Materials Management Planning Committee	8/22/2024		X	X									
Task 3 - Materials Management Plan Grant requirements	4/30/2025				X	X	X						
Task 4 - Materials Management Plan Request for Proposal	TBD						X	X	X				
Task 5 - Plan Management	TBD								X	X	X		
Task 6 - Data Collection	TBD									X	X	X	

TASK 1: PLANNING

1.1 Plan Initiation – responsible party EGLE

a. Email received on December 20,2023 from Phillip Roos, EGLE Director, stating the materials management planning process is to be initiated on January 8, 2024.

1.2 Role Designation – responsible party CAA

a. At a regular Board of Commissioners meeting on March 18, 2024, BOC passed a formal resolution and accepted responsibilities as County Approval Agency(CAA)

b. At a regular Board of Commissioners meeting on March 18, 2024, BOC passed a formal resolution appointing the Solid Waste and Recycling Coordinator as the Designated Planning Agency (DPA).

c. At a regular BOC meeting on March 18, 2024, BOC passed a formal resolution adopting the recommendation to write a single-county plan.

1.3 Adjacent County Correspondence – responsible party DPA

a. DPA representative drafted communication and response letters for surrounding counties indicating Allegan County intends to prepare a single-county MMP.

1.4 Notice of Intent (NOI) – responsible party DPA and CAA

a. DPA drafted answers to NOI and prepared correspondence with adjacent counties to be submitted with NOI.
b. On July 2, 2024, Rob Sarro, County Administrator submitted the MMP Notice of Intent.
c. NOI was accepted by EGLE on July 9, 2024.
d. NOI was distributed to townships and cities within Allegan County and the legal notice was published in the Allegan County Newspaper on July 11, 2024.

TASK 2: MATERIALS MANAGEMENT PLANNING COMMITTEE (MMPC)

2.1 Identify and Appoint MMPC members – responsible party DPA and CAA.

a. Current members of the former Solid Waste Planning Committee (SWPC) expressed interest in holding positions within the newly created MMPC.
b. BOC dissolved the SWPC on August 22, 2024
c. BOC appointed former members to the MMPC that their role closely aligned to available MMPC positions.

2.2 MMPC bylaws and meetings – responsible party DPA, MMPC

a. MMPC initial meeting held on August 27, 2024.
b. Future meeting dates for 2025 were discussed and approved on August 27, 2024. Any member of the public is able to attend as this group falls under the Open Meetings Act.
c. Bylaws reviewed and recommended for BOC consideration at a MMPC meeting on February 25, 2025.
d. Bylaws approved by BOC at March 13, 2025 meeting.

TASK 3: MATERIALS MANAGEMENT PLAN GRANT AND WORK PROGRAM DEVELOPMENT

3.1 Work Program Development – responsible party DPA, MMPC

a. DPA requests Work Program deadline be extended to April 30, 2025 due to lack of EGLE template for a Work Program submission and/or specifics around grant funding. Extension requested on December 5, 2024 and approved on December 9, 2025 by Christina Miller, EGLE Planning Specialist.
b. DPA representative prepared draft MMP Work Program (2025; QTR 1)
c. DPA representative distributed copy of draft MMP Work Program to MMPC on February 5, 2025 and MMPC approved at their regular meeting on February 25, 2025.

3.2 CAA Approves Work Program – responsible party CAA

a. Work Program and MMPC approval presented to the BOC at the March 13, 2025 meeting for review.
b. Work Program approved by BOC at March 13, 2025 meeting.

3.3 CAA submits Work Program to EGLE – responsible party DPA, CAA

a. CAA submits Work Program to EGLE on March 21, 2025.

TASK 4: MATERIALS MANAGEMENT PLAN REQUEST FOR PROPOSAL – responsible party DPA, Project Management

4.1 DPA to prepare Scope of Work for hiring consultant to write MMP (2025; QTR 2)

4.2 DPA to present Scope of Work to MMPC committee for approval (2025; QTR 2)
4.3 Identify Request for Proposal (RFP) selection committee members (2025; QTR 2)
4.4 Issue request on county bid site and send out to interested parties (2025; QTR 3)
4.5 Once proposals are due, have selection committee score proposals (2025; QTR 3)
4.6 Notice of award to consulting firm after final selection takes place (2025; QTR 4)

TASK 5: PLAN MANAGEMENT – responsible party DPA; Consultant,

5.1 Delegate future responsibilities of DPA to consultant firm (2025; QTR 4)
5.2 Develop meeting schedule for stakeholders to discuss progress (2026; QTR 1)
5.3 Prepare a plan for project management and completion deadlines (2026; QTR 2)
5.4 Prepare a plan for public engagement meetings (2026; QTR 2)
5.5 Prepare a plan for data collection, education, and outreach (2026; QTR 3)

TASK 6: DATA COLLECTION – responsible party DPA; Consultant

6.1 Study data collected through West Michigan Sustainable Business Forum with the Materials Management County Engagement Grant (2026; QTR 1)
6.2 Current Conditions Analysis (2026; QTR 2)
6.3 Stakeholder Engagement (2026; QTR 2-4)
6.3a Types of waste generated
6.3b Goals
6.3c Community involvement – BOC, township officials, Elected officials, waste haulers, residents, businesses, facility operators, etc

Public Participation

Public participation will be highly encouraged during the Materials Management Planning process for Allegan County. Inviting residents, businesses, elected officials, and municipalities to participate will encourage a strong plan, drafted in consideration of input received by all constituents involved. The following means of participation have been or will be implemented to ensure community input.

- Quarterly MMPC meetings: The Materials Management Planning Committee(MMPC) meets quarterly and is open to the public under the Open Meetings Act. The MMPC calendar, agenda, and minutes can be found at www.allegancounty.org . The calendar is also listed below:

Date	Time	Location
Tuesday February 25, 2025	6:00-8:00pm	HSB – Zimmerman Room
Tuesday June 3, 2025	6:00-8:00pm	HSB – Zimmerman Room
Tuesday August 26, 2025	6:00-8:00pm	HSB – Zimmerman Room
Tuesday November 25, 2025	6:00-8:00pm	HSB – Zimmerman Room

HSB – Zimmerman room located at 3255 122nd Ave Allegan. Zoom link will be provided a week before the scheduled meeting.

- Public Hearings: Formal hearings will be held at different stages of the MMP drafting process to gather resident feedback. These meetings will be posted according to law.
- Community Work Groups: Informal sessions will be held to gather community input and identify areas that need attention while compiling data for the draft plan.

Costs

Cost calculations have been projected and input into the Approved Budget Form provided by EGLE. See attachment 1

Staffing

Staffing needs for Allegan County during Year 1 of the MMP process is detailed below.

Position	FTE	Responsibilities
Resource Recovery Coordinator	1.0	Write work program, hold meetings, RFP for consult
Consultant – TBD	TBD	Write draft plan, hold meetings, data collection

Michigan Department of Environment, Great Lakes, and Energy

Sustainability Section

Budget Template

Applicant Name:	Allegan County
Project Title (Program):	Resource Recovery
Vendor Number (VSS):	

				Match ($)			
Personnel (Name & Title)	**Hours (#)**	**Rate ($/Hour)**	**Grant ($)**	**Monetary**	**In-Kind**	**Total ($)**	**Personnel Narrative**
Heather Bausick, Resource Recovery Coordinator	1040	$ 31.47	$ 32,728.80			$ 32,728.80	Develop Work Program, budget planning, RFP development/input/release, MMPC contact for meetings, work with consultant, create an outreach program
Randy Rapp, Environmental Health Manager	200	$ 50.00	$ 10,000.00			$ 10,000.00	
Jacqueline Billette, Health Officer	100	$ 54.74	$ 5,474.00			$ 5,474.00	
Becky Volker, Finance	100	$ 27.98	$ 2,798.00			$ 2,798.00	
Kristin Vanatter, Project Management	50	$ 30.00	$ 1,500.00			$ 1,500.00	
Valdis Kalnins, Project Management	50	$ 50.00	$ 2,500.00			$ 2,500.00	
PH Tech X 2	400	$ 26.00	$ 10,400.00			$ 10,400.00	
Ben Williams, Registered Sanitarian	150	$ 37.06	$ 5,559.00			$ 5,559.00	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
Personnel Subtotal	2090		$ 70,959.80			$ 70,959.80	

				Match ($)			
Fringe Benefits (Name & Title)		**Rate (%)**	**Grant ($)**	**Monetary**	**In-Kind**	**Total ($)**	**Fringe Benefits Narrative**
Heather Bausick, Resource Recovery Coordinator		28.00%	$ 9,164.06			$ 9,164.06	Includes all allowable benefits including health, dental, optical. Allegan County operates at a 28% per person fringe benefit rate
Randy Rapp, Environmental Health Manager		28.00%	$ 2,800.00			$ 2,800.00	
Jacqueline Billette, Health Officer		28.00%	$ 1,532.72			$ 1,532.72	
Becky Volker, Finance		28.00%	$ 783.44			$ 783.44	
Kristin Vanatter, Project Management		28.00%	$ 420.00			$ 420.00	
Valdis Kalnins, Project Management		28.00%	$ 700.00			$ 700.00	
PH Tech X 2		28.00%	$ 2,912.00			$ 2,912.00	
Ben Williams, Registered Sanitarian		28.00%	$ 1,556.52			$ 1,556.52	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
Fringe Benefits Subtotal			$ 19,868.74			$ 19,868.74	
Personnel & Fringe Benefits Subtotal			$ 90,828.54			$ 90,828.54	

				Match ($)			Contractual Services Narrative
Contractual Services (Name)	**Description of Services**		**Grant ($)**	**Monetary**	**In-Kind**	**Total ($)**	Assist in MMP creation, hold public meetings, contact point for local officials, data collection
Consultant - TBD			TBD			#VALUE!	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
Contractual Services Subtotal			$ -	$ -		$ -	

				Match ($)			Supplies & Materials Narrative
Supplies & Materials (Itemize)	**Quantity (#)**	**Cost ($/Unit)**	**Grant ($)**	**Monetary**	**In-Kind**	**Total ($)**	Resources to create and implement MMP, supplies for MMPC meetings including a color printer for documents, ink, paper and other meeting supplies, any publications that will need to be noticed in local papers
Publications	3	$ 150.00				$ 450.00	
Postage, Mail, Notices	100	$ 0.75				$ 75.00	
Paper	3	$ 8.50				$ 25.50	
Meeting Supplies	3	$ 25.00				$ 75.00	
Color Printer	1	$ 450.00				$ 450.00	
Ink	3	$ 125.00				$ 375.00	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
Supplies & Materials Subtotal			$ -			$ -	

				Match ($)			Equipment Narrative
Equipment (Itemize)	**Quantity (#)**	**Cost ($/Unit)**	**Grant ($)**	**Monetary**	**In-Kind**	**Total ($)**	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
Equipment Subtotal			$ -			$ -	

				Match ($)			Other Direct Costs Narrative
Other Direct Costs (Description)			**Grant ($)**	**Monetary**	**In-Kind**	**Total ($)**	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
Other Direct Costs Subtotal			$ -	$ -		$ -	
				Match ($)			**Travel Narrative**
Travel	**Quantity (#)**	**Rate ($/Unit)**	**Grant ($)**	**Monetary**	**In-Kind**	**Total ($)**	Costs for various staff to attend MRM training to gather further knowledge and information regarding the overall purpose of Materials Management
Mileage	300	$ 0.70				$ 210.00	
Lodging						$ -	
Meals						$ -	
Airfare						$ -	
Other Travel (Itemize)							
Materials and Recycling Management Training	5	$ 350.00	$ 350.00			$ 1,750.00	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
Travel Subtotal			$ 350.00	$ -		$ 350.00	
Direct Cost Subtotal			$ 91,178.54	$ -		$ 91,178.54	
	Rate (%)		**Grant ($)**	**Match ($)**		**Total ($)**	
Indirect (20% Max)	20.00%		$ 18,165.71	$ -		$ 18,165.71	
				Match ($)			
			Grant ($)	**Monetary**	**In-Kind**	**Total ($)**	
Total Cost			$ 109,344.25	$ -		$ 109,344.25	