Attachment C

Project Scoping Form

Version 2.0

PURPOSE: The purpose of this document is to gauge the value this project idea has in reaching a desired future state, gauging the project's impact on budget and resources, and charting a course for next steps.

Project Name:	**Allegan County Materials Management Plan (MMP) Update**
Project Sponsor:	**Materials Management Planning Committee(MMPC)**
Project Manager:	**TBD**
Date Initial Scope Submitted:	
Date Scope Completed:	

To be shovel ready, the following outstanding items should be resolved:

Who has the answer?	What is the question?	Who will find out?
BOC or State	Are we required to update our countywide Solid Waste Management Plan?	Materials Managment Planning Committee

PART A – PROJECT SUMMARY

1. CURRENT STATE

Fully describe the current state and list all associated issues, concerns and/or deficiencies.

- (List concerns / deficiencies in current state)
- The Allegan County Solid Waste Management Plan (SWMP) was last updated in 1997, submitted to the State in 1999, and approved by the State in 2000.
- Legislation was passed in December 2022 updating Part 115 rules and regulations
- The State has funded data collection through the Materials Management County Engagement (MMCE) grant. This data will inform future MMP updates.
- A mandate was initiated on January 8, 2024 from the State requiring Counties to update Plans
- The county submitted the required Notice of Intent on July 2, 2024 to accept responsibility as the County Approval Agency and to write a plan as a single county

- A Work Program outlining the county's intended process to rewrite the plan was submitted on March 21, 2025 and formally accepted by EGLE on March 25, 2025

2. DESIRED FUTURE STATE

Describe the action(s) desired to address or change the current state, your expectations, proposed solution and the desired outcomes.

Address issues with current state by … (include any additional scope of work).

- Have an updated Materials Management Plan (MMP).
- Grant funding will be available for each of the first 3 years at the rate of $60,000/year and an additional $0.50 for each resident in the planning area, up to 600,000 residents.
- This funding can be used to hire a consultant to help write the Materials Management Plan Update and also be used for any items related to reaching the county's recycling goal.

3. ADDITIONAL BACKGROUND

Provide any additional background information relevant to this project not already mentioned above if necessary to give a broader context for this project.

None (or describe).

- The State is moving away from Solid Waste Management Plans and towards a Materials Management Plan model.
- Allegan County has engaged the consultant firm West Michigan Sustainable Business Forum (WMSBF) through funding provided by the MMCE grant. WMSBF has collected the data that may be used in part to inform future Plan updates.
- The scope of work performed by the Resource Recovery Coordinator has expanded greatly since the original Plan update in 1997. The current capacity of the Resource Recovery Coordinator to assist in a Plan update is limited.
- The Resource Recovery Program Coordinator's position is funded through an administrative fee collected from 20 Participating Governmental Units (PGUs). Not all units of government in Allegan County participate and fund the program and coordinator position.
- The Allegan County Materials Management Plan is a countywide plan, it is not a Resource Recovery Program specific plan.
- Utilizing a funding source for a PTE, FTE, or consultant to coordinate a countywide Plan update utilizing county funds separate from participating governmental unit's recycling surcharge is prudent. This is a countywide plan, not a Resource Recovery Program plan.
- Discussions with the Health Officer, and members of the Materials Management Planning Committee have all been in agreement with using some of this funding to cover the costs of a consultant.
- **Any Plan updates must be ratified by 2/3 of the County's local units of government.**

4. SCHEDULING CONSIDERATIONS

List any scheduling factors to be considered such as new regulations coming into effect, timing project with cyclical business processes, seasonal requirements, increasing risk, etc. that have an impact on when this project is started, completed and/or work on it may be performed.

None (or describe).

- The state has mandated a plan update. This mandate was initiated on January 8, 2024.
- The County's Notice of Intent(NOI) was filed on July 2, 2024 as required.
- The county's Solid Waste Planning Committee was dissolved on August 22, 2024 as required
- A Materials Management Planning Committee was appointed on August 22, 2024 as required
- A Work Program was accepted on March 25, 2025
- Final MMP update is due by 2027

5. PRIORITY CONSIDERATIONS

Is the primary objective of this project to (check one or both):

☒ address an **operational** need necessary to maintain the status quo.

☐ address a **strategic** desire to change or enhance the status quo.

Fill out the Priority Matrix in Part D to help prioritize this project and enter the score here: **Score**

6. ATTACHMENTS AND REFERENCES

6.1 List any relevant supporting or reference materials such as product quotes, legislation, photos, budget calculations, etc. and attach to the track it request as separate documents. Photos can be inserted directly into this scoping document.

- Current link to part 115: mcl-451-1994-ii-3-115.pdf
- EGLE's MMP Quick Guide: Quick Guide
- MMP Format link: MMP Format
- MMCE Grant Final Report

6.2 List hyperlinks to any relevant information that can be found online with a brief description.

- Our current plan: http://169.62.82.226/documents/deq/DEQ-OWMRP-SW-Allegan_415109_7.pdf
- EGLE's site: https://www.michigan.gov/egle/0,9429,7-135-3312_4123-9884--,00.html
- Current link to current part 115: https://www.michigan.gov/egle/0,9429,7-135-3312_4123-9861--,00.html
- Information on proposed updates to Part 115: https://michiganrecycles.org/part-115-update/
- Link to legislative tracking: http://www.legislature.mi.gov/(S(mvaevf4jeliejvbqfbz2cub1))/mileg.aspx?page=home

PART B – PROJECT DETAIL

7. PROJECT BUDGET

Does your project involve expenditures, revenues or fees? ☒ **Yes** ☐ **No** - If "Yes":

7.1 Initial Project Funding:

Where is the proposed initial funding for this project coming from?

☐ Existing budgeted operational funds to be used

☒ New operational funds requested in ~~next year's~~ budget If grant funding does not fully cover the costs of updating the plan, new operational funds would have to be identified and budgeted for.

☐ Capital / project / contingency funds requested

☒ Existing grant funds available: Grant account has been established with account number 226-529.000-XXX.XXX. Budget submitted to EGLE for review with Work Program
These will become available either once the Work Program is approved, or may be dispersed sooner once EGLE finalized the process

☐ New grant funding to be applied for explain

☐ Other: (describe)

7.2 Capital / Grant / Contingency Expenditures:

Expenditure Item	Year	Budget Account	Estimated Cost
Contracting with a consultant to assist the MMPC to rewrite the MMP.	3		Unknown at this time
Total Estimated Exact Expenditure			$0
Total Funding Request			**$0**

Insert narrative, notes and clarifications for initial expenditure(s) if needed.

7.3 How was the cost estimate determined? Was the full scope considered in estimating cost? Attaching quotes or cost breakdowns from other projects is desirable.

Describe: Grant funding will be tied to part 115 funding. Cost to be determined. RFP required.

7.4 Operational Expenditure Changes if Any (include year's 1 – 5 if applicable):

Expenditure Item	Year	Budget Account	Estimated Change
None (or itemize)	1		$0

Insert narrative, notes and clarifications for continued expenditure(s) if needed.

7.5 If project has associated operational expenditures, are they incorporated and sufficiently funded in your most recent or pending five-year budget submittal? ☐ **Yes** ☒ **No** ☐ **N/A**

7.6 Estimated Revenue Changes if Any (include year's 1-5 if applicable):

Revenue Item	Year	Budget Account	Estimated Change
None (or itemize)	1		$0

Insert narrative, notes and clarifications for projected revenue.

7.7 Are anticipated revenues incorporated in your most recent or pending five-year budget submittal?
☐ **Yes** ☒ **No** ☐ **N/A**

7.8 If any fees are impacted by or associated with this project describe any changes: **No.**

Not Applicable (or describe proposed changes).

7.9 Funding Approval Authority:

What levels of approval are needed to authorize funding for this project?

☐ Manager / Director / Elected Official
☐ Commission, Committee, Team or other group: InsertName
☐ County Administrator
☒ Board of Commissioners

7.10 Funding Approval Process:

What process will be used to approve project funding?

☐ Internal to Service Area / Department
☐ Through Annual Budget Process - Year: 20XX
☐ Budget Adjustment - Request for Action (RFA)
☒ Personnel Request - Request for Action (RFA)
☐ Other: (describe)

Insert narrative, notes and clarifications about the funding approval process.

8. ASSET MANAGEMENT

Will your project result in a change to the assets owned by the County? ☒ **Yes** ☐ **No** - If "YES":

8.1 Assets Added:

Asset description and detail	Quantity	Useful Life
Updated Materials Management Plan		

Asset addition notes and clarifications: No continuing expenses.

8.2 Assets Removed:

Asset description and detail	Quantity	Disposition	Revenue
Current Solid Waste Management Plan			$0

Asset removal notes and clarifications:

9. PROCUREMENT AND CONTRACTING

Will you need to procure products and/or contract for services? ☒ **Yes** ☐ **No** - If "YES":

9.1 What is the estimated cost of products or services to be procured? TBD

9.2 If this an emergency purchase, provide a rationale supported by the Purchasing Policy:

Not Applicable (or provide a rationale)

9.3 Which procurement strategy is being proposed?

☐ Sole Source
☐ Reverse Auction

☐ Cooperative Purchase (note Coop Agency and Contract #)

☐ Product/services procured through quotes

☒ Request for Proposal (RFP) for products and/or services

☐ Other

Insert narrative, notes and clarifications about the procurement strategy. Is the sole source supported by the purchase policy, the sole source is the grant. The county may select the consultant.

9.4 If this is a sole source procurement, provide a rationale supported by the Purchasing Policy:

Not Applicable (or provide a rationale)

9.5 What level of approval will be needed to purchase product and/or award service contract based on account authority and approval thresholds?

☐ Manager / Director / Elected Official

☒ Commission, Committee, Team or other group: Materials Managment Planning Committee

☐ County Administrator (RFA needed)

☒ Board of Commissioners (RFA needed)

Insert narrative, notes and clarifications about the procurement strategy.

10. PROCESS, PROCEDURE, POLICY and PERSONNEL CHANGES

If any processes, procedures or polices will be impacted by pursuing this project, please describe and elaborate:

Not Applicable (or describe the process, procedure or policy and how it will be impacted)

If any personnel changes will be needed to realize this project, please describe and elaborate:

Not Applicable (or describe the changes)

- A consultant will need to be utilized to write the MMP Update. The Recycling Coordinator does not have the capacity to write, advertise, incorporate, and develop this plan as an individual

PART C – PROJECT MANAGEMENT SECTION

11. TRAINING AND TESTING

11.1 If any training will be needed in order to implement this project, describe:

Not Applicable (or describe)

11.2 If any testing / verification will be needed in order to implement this project, describe:

Not Applicable (or describe)

12. RESOURCE NEEDS ESTIMATES

12.1 Taking into consideration all other sections of this Project Scoping Form, estimate the number of months to complete each stage of the project including lag times. If the project has multiple phases, add additional tables. PMT will assist you in putting together an Activity Schedule to estimate resource needs. Please refer to the Work Program and budget written for EGLE for specifics on a timeline and hours needed from staff members.

Estimated Months for each Project Stage						
Project Stage:	Total	Scoping	Development	Contracting	Execution	Monitoring
Duration:						

Estimated Resource Hours by Project Stage						
Resource Name	Total	Scoping	Development	Contracting	Execution	Monitoring

13. MISCELLANEOUS PROJECT MANAGEMENT NOTES

None (or use this area for any additional notes on managing the project). This is tied to the passage of Part 115 updates or a requirement made by EGLE/State of Michigan to update plans.

PART D – PROJECT PRIORITIZATION MATRIX

Legislative Compliance			
Category	**Scoring Criteria**	**Project Relevance**	**Points**
State/Federal Mandate	20 = Complies with a State or Federal mandate / ordinance / law, 0 = not applicable or not mandated	The State would require an update and intends to provide the funding for the update.	20

Employee Impact			
Category	**Scoring Criteria**	**Project Relevance**	**Points**
Safety and Security	5 = increases or would result in a decrease without this action, 0 = not applicable or no impact		0
Capabilities of employees (skills, abilities and knowledge)	10 = increases or would result in a decrease without this action, 0 = not applicable or no impact		0
Employee Wellness	5 = increases or would result in a decrease without this action, 0 = not applicable or no impact	Increasing recycling countywide would result in overall resident and environmental wellness	5

Operational Impact			
Category	**Scoring Criteria**	**Project Relevance**	**Points**
Efficiency / Capacity	10 = increases or would result in a decrease without this action, 0 = not applicable or no impact	This update requires the county to set a recycling goal which must be met to be in compliance with state requirements	10
Scope	5 = impact multiple service areas 2 = impacts a single service area	This would impact the recycling program	2
Prevention Planning	5 = Aligns to an existing plan (i.e. maintenance, improvement, replacement), or prolongs/preserves the life of an asset and prevents greater expenditure later, 0 = Not applicable or no impact	Align to the current solid waste plan, but by updating, will result in increased participation and improve on current processes	5

Financial Impact			
Category	**Scoring Criteria**	**Project Relevance**	**Points**
Expenditures	5 = Decreases expenditures or would result in an increase without this action, 0 = Not applicable or no impact	With the grant the county would not incur the expense of a plan update.	5
Return on Investment (ROI)	5 = ROI within 2 years, 2 = ROI within 5 years 0 = Not applicable or no impact	Ability to site new industry.	5
Revenue	5 = Increases revenue or would result in a decrease without this action, 0 = Not applicable or no impact	Potential to increase tax base through business growth.	1

Risk Management & Liability	5 = decreases liability or would result in an increase without this action, 0 = not applicable or no impact	Plan would be in alignment with current regulations. If the county does not write their own plan, EGLE will do so and the county would lose grant funding.	5

Service Impact			
Category	**Scoring Criteria**	**Project Relevance**	**Points**
Level of Service	5 = increases or would result in a decrease without this action, 0 = not applicable or no impact	The MMP outlines the process new industry would take to operate a materials management facility in the county.	5
Quality of Service	5 = increases or would result in a decrease without this action, 0 = not applicable or no impact	The MMP outlines the process new industry would take to operate a materials management facility in the county.	5
Accessibility of Service	5 = increases or would result in a decrease without this action, 0 = not applicable or no impact	The MMP outlines the process new industry would take to operate a materials management facility in the county.	5
Collaboration	5 = increases or would result in a decrease without this action, 0 = not applicable or no impact	The MMP outlines the process new industry would take to operate a materials management facility in the county.	5