Livingston County Materials Management Planning Committee

Julie Cribley	Lindsey Kerkez	Eric Kohart
James Tuthill	Kathleen Horning	Richard Burns
Sara Thomas	Paul Sgriccia	James Richey
Brian Jonckheere	Jacob Schlittler	Tim Krause

LIVINGSTON COUNTY MATERIALS MANAGEMENT PLANNING COMMITTEE MEETING

Tuesday, June 24. 2025 At 1:00 PM

Livingston County Public Safety Complex
1911 Tooley Rd. in Howell MI 48855.
Hartland Meeting Room

AGENDA

1. Call to order
2. Introductions
3. MMPC Roll Call
4. MMPC Determination of Quorum
5. Additions to the Agenda
6. Adoption of Agenda
7. Approval of Minutes of Prior Meeting – N/A
8. General Public Comments
9. Agenda and Discussion Items
    a. MMPC Officers Nominations and Elections (Chair, Vice-Chair, Secretary)
    b. MMPC Bylaws (Draft)
    c. MMPC Work Program (Draft)
    d. Livingston County MMP (Materials Management Plan)
        i. Subcommittee? / Hiring of a Consultant
        ii. RFP/Bidding/Procurement Process – Krista Belcher – County Procurement Coordinator
    e. Future Meeting Dates Discussion – Calendar Set
10. Announcements
11. Additional Public Comment
12. Adjournment

Statement of Bylaws
Livingston County, Michigan
Materials Management Planning Committee

ARTICLE I
NAME AND ESTABLISHMENT

This organization shall be known as the Livingston County Material Management Planning Committee (MMPC).

This committee was established by the Livingston County Board of Commissioners, the County Approval Agency (CAA), on January 27, 2025, Resolution 2025-01-009, and under the authority of Part 115 of PA 451 of Michigan Public Acts of 1994.

ARTICLE II
OFFICE

The office and mailing address of the Materials Management Planning Committee shall be:

Livingston County Department of Planning
304 East Grand River Avenue
Howell, MI 48843

ARTICLE III
DEFINITIONS

Section 1. Definitions.
The following words and expressions are used throughout this document, whether used in the singular or plural, shall be defined, read, and interpreted as follows:

a) County Approval Agency (CAA): is the entity that assumes responsibility and is authorized to approve the MMP. The CAA is the Livingston County Board of Commissioners.

b) Designated Planning Agency (DPA): is the entity specified by the CAA that shall serve as the primary government resource in the planning area for administering and developing the MMP. The DPA is the Livingston County Department of Planning.

c) Designated Planning Agency Representative: is the specific individual of the DPA designated as the primary contact for the MMP. The Designated Planning Agency Representative is Scott Barb, Director, Livingston County Planning Department.

d) Materials Management Plan (MMP): is a new plan that will replace the existing Solid Waste Management Plan after approval from EGLE that seeks adequate materials management capacity for all nonhazardous solid waste generated in the county with a focus on developing strategies to utilize materials to their best and full potential prior to final disposal.

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e) Michigan Department of Environment, Great Lakes & Energy (EGLE): is the primary state agency overseeing the Materials Management planning process and administering Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451.

ARTICLE IV
PURPOSE AND FUNCTION

Section 1. Purpose

The purpose of this organization, in accordance with the State of Michigan's Materials Management Program pursuant to Part 115 of the Natural Resources and Environmental Protection Act of the Michigan Acts of 1994 (the "Act"), is to:

a) Implement a new Materials Management Plan (MMP) that will focus on sustainable material management approaches such as recycling and composting instead of landfilling waste; and

b) To provide recommendations and guidance to the Livingston County Department of Planning, who shall serve as the Designated Planning Agency (DPA) pursuant to the Act.

c) To provide information through the DPA to the Livingston County Board of Commissioners, who is designated as the County Approval Agency (CAA) under the Act and the MMP; and

d) To provide a new MMP to the State of Michigan and the CAA pursuant to the terms and conditions of the Act.

Section 2. Function

The function of the MMPC is to:

a) Meet on a consistent and timely basis to provide recommendations and guidance to the DPA for the Work Plan that is to be submitted to the State of Michigan.

b) Review and approve the MMPC Work Plan.

c) Provide guidance and recommendations for all issues identified in Part 115 of the Act to the DPA.

d) Shape the MMP program's philosophy and long- and short-term goals and objectives.

e) Provide the final level of approval of the MMP before it is presented for CAA approval.

ARTICLE V
Membership and Officers

Section 1. Establishment: Members

The Livingston County Materials Management Planning Committee shall consist of twelve (12) members, all of which shall be approved by the Livingston County Board of Commissioners. All members shall be selected pursuant to the criteria listed in Section

11572 of Part 115 of Act 451 of the Michigan Public Acts of 1994. One (1) member shall be voted by the MMPC to be the Chairperson.

a) Membership on the Planning Committee shall include:

- One (1) Solid Waste Disposal Facility Operator
- One (1) Managed Material Hauler
- One (1) Materials Recovery Facility Operator
- One (1) Compost or Anaerobic Digestor Facility Operator
- One (1) Waste Division, Reuse, or Reduction Facility Operator
- One (1) Environmental Interest Group Representative
- One (1) County Elected Official
- One (1) Township Elected Official
- One (1) City or Village Elected Official
- One (1) Representative of a Business that Generates a Managed Material
- One (1) Representative of the Regional Planning Agency
- One (1) Representative that does business in or resides in an adjacent community outside of the planning area.

Section 2. Term of Office

a) All MMPC members shall serve for five (5) years. If proscribed by the Act, members shall be re-appointed by the Livingston County Board of Commissioners who also is the only organization who can authorize his/her removal. If a vacancy occurs on the planning committee, the Board of Commissioners shall make an appointment for the unexpired term in the same manner as the original appointment, pursuant to the Act.

b) The MMPC may, upon a majority vote, recommend to the CAA for the removal of an MMPC member. An MMPC member can be removed only by the Board of Commissioners. An MMPC member can be removed due to incompetence, dereliction of duty, or malfeasance, misfeasance, or nonfeasance in office.

c) In case of a vacancy or change in status, all remaining members shall continue to serve until a successor is duly appointed in the same manner as the original appointment for the duration of the unexpired term, pursuant to the Act.

Section 3. Resignation

a) A member will indicate his/her intent to resign by submitting a written statement with an effective date of resignation to the Livingston County Board of Commissioners and copies to the chairperson of the MMPC. Each committee member shall provide the Livingston County Board of Commissioners at least thirty (30) days' notice before any such resignation shall become effective.

Section 4. Election of Officers

a) At the first meeting of each calendar year, the MMPC shall elect from its members a Chairperson and a Vice Chairperson, and any other officers it deems necessary.

b) Any member of the MMPC may place the name of another member in nomination for office. Nominations do not require a second.

c) The nomination and election of the Chairperson and Vice Chairperson shall be by roll call vote.

d) The vote of a majority of current members is required to elect the Chairperson and Vice Chairperson.

e) The term for each officer is one calendar year.

f) An officer may resign by written notice to the Committee. The resignation will be effective upon its receipt and vote of acceptance by the Committee, or at a subsequent time specified in the notice of the resignation and upon its vote of acceptance by the Committee.

Section 5. Chairperson

The Chairperson (or their approved designee, see Section 7(b)) will:

a) Preside at all MMPC meetings. The DPA representative shall communicate directly with the Chairperson prior to each meeting, providing an agenda for each meeting. Committee members shall have the ability to pose questions to the chair prior to each meeting and request that certain items be included in subsequent agenda meetings.

b) Be the primary contact person for the MMPC and DPA Representative.

c) In consultation with the Chairperson, the DPA Representative shall prepare the agenda for each regular meeting.

d) Will perform the following actions at each meeting of the Committee:

A. Call the meetings to order, and formally close them.
B. Note whether a quorum is present.
C. Extend every courtesy to the discussion of the motions.
D. Repeat and/or explain each motion before it is voted on.

Section 6. Vice Chairperson

The Vice Chairperson (or their approved designee, see Section 7(b)) will:

a) Preside at a meeting in the absence of the Chairperson; assume the duties and responsibilities of the Chairperson when the Chairperson is absent.

Section 7. Secretary

a) The Secretary shall serve as Chair in the absence of the Chairperson and the Vice Chairperson.

b) The Secretary shall be the record keeper (recording of Committee meeting minutes, provide other written records as necessary) for the Materials Management Planning Committee meetings and actions.

c) In event of the absence of both the Chairperson, Vice Chairperson, and Secretary, the Committee members present at the meeting will designate by majority vote, a present Committee member to act as Chair for that meeting.

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ARTICLE VI
Committees

Section 1. Committees in General

a) The DPA representative shall identify for MMPC any ad hoc subcommittees as necessary to assure the proper conduct of business.

Section 2. Subcommittees

The Committee, in consultation with the DPA, may create subcommittees as deemed necessary in the preparation of the MMP.

a) The size of the subcommittee shall be the lesser of the following:

   (i) five members, or
   (ii) less than half of the number of total Committee members.

b) All subcommittee meetings shall be publicly noticed and open to the public.

c) Each subcommittee will report to the full MMPC on topics and recommendations discussed in subcommittee meetings.

d) A subcommittee is advisory and only authorized to make recommendations to the MMPC or the DPA, and only has such other advisory duties as delegated to them by the Committee.

ARTICLE VII
Meetings

Section 1. Regular Meetings

All regular meetings shall comply with the following:

a) Regular meetings of the MMPC will be held on a timely and consistent basis.

b) Be open to the public.

c) Be held at a location determined by the DPA Representative with assistance from the Committee Chairperson.

d) Meetings shall comply with the Michigan Open Meetings Act (OMA) and will be held in person.

e) Roberts Rules of Order shall be the parliamentary authority of the MMPC and shall govern the proceedings of the MMPC in all cases not conflicting with the Bylaws, the OMA or the law.

Section 2. Notice of Meetings

a) Written notice shall be digitally distributed, by email, to each member of the MMPC at least seven (7) calendar days prior to the date of each regular meeting. A schedule of the Committee Meeting dates will be posted on the MMPC website for public notice. Public notice of the time, date, and place of meetings shall be posted in the manner required by the Open Meetings Act.

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Section 3. Special Meetings

a) When necessary, and with a 48-hour written notice provided digitally, by email, to MMPC membership, special meetings may be requested by the DPA representative. Public notice of the time, date, and place of special meetings shall be posted in the manner required by the Open Meetings Act.

Section 4. Quorum

a) If a quorum is not established within one half hour of the scheduled meeting time, no official meeting can be held. A quorum for this purpose shall be a majority of the currently appointed members.

b) Whenever a quorum is not present for a scheduled meeting, those present may adjourn the meeting to another date certain or hold an informal discussion for the purpose of considering such matters as are on the agenda. No action taken at such meeting shall be final or official.

c) The MMPC is not a separate legal entity under Michigan law and does not have the legal ability to execute agreements. Therefore, the DPA Representative shall have discretion to conduct a meeting if a majority of the members are not present. The MMPC Secretary in consultation with the DPA Representative shall have the responsibility to provide all members with a summary of any held official regular meeting.

Section 5. Conducting Business

a) Business shall be conducted in accordance with Robert's Rules of Order and any applicable laws or regulations of Livingston County or state and federal law. All meetings shall be held in full compliance with the Open Meetings Act, MCL 15.261 *et seq.* Public notice of the time, date, and place of meetings shall be posted in the manner required by the Open Meetings Act.

The order of business for Materials Management Planning Committee meetings shall be:

A. Call to order by the Chair
B. Roll Call
C. Determination of Quorum
D. Additions to the Agenda
E. Adoption of Agenda
F. Approval of Minutes of Prior Meeting
G. General Public Comments
H. Agenda and Discussion Items
I. Announcements
J. Additional Public Comment
K. Adjournment

b) In consultation with the Chairperson, the DPA Representative shall prepare the agenda for each regular meeting.

c) MMPC members may contact the DPA Representative or the MMPC Chairperson to request that items be placed on the agenda or may request that an item appear on a future agenda. If approved by the Chairperson, such requested items will be placed on the agenda of the next meeting or a subsequent meeting.

d) Members of the public may contact the DPA Representative to request that items be placed on the agenda, or that an item appear on a future agenda. If approved by the Chairperson, the proposed item will be placed on the agenda of the next meeting or a subsequent meeting.

Section 6. Voting

a) Each member of the MMPC has one (1) vote. There is no proxy voting.

b) Each member shall be present during the motion and discussion of the voting issue at hand to be eligible to vote.

c) Each member understands that the MMPC is not a separate legal entity, and any voting shall be treated as a recommendation to the DPA regarding issues brought before the Committee. If circumstances prevent a member from being physically present, a member may participate in the discussion and vote by teleconference or videoconference if s/he is present for all discussion related to a motion on which s/he is voting.

Section 7. Actions

a) All actions at meetings of the Materials Management Planning Committee, unless specifically stated otherwise in this document, will be made by a majority vote of the Materials Management Planning Committee present. A majority vote is more than half of the members present.

Section 8. Motion

a) Motions shall be restated by the Chairperson before a vote is taken. The name of the maker and the supporter of a motion shall be recorded for the minutes.

Section 9. Conflict of Interest

a) **Disclosure.** All Committee members shall comply with the Standards of Conduct for Livingston County Officers and Employees. When a Committee member or officer is affiliated with an organization seeking to provide services or facilities to the County and/or the MMPC, or when a Committee member or officer has any duality of interest or conflict of interest, real or apparent, such affiliation or conflict of interest shall be disclosed to the Committee and made a matter of record, either when the interest becomes a matter of Committee action or as part of a periodic procedure to be established by the Committee. An affiliation with an organization will be considered to exist when a Committee member or officer or member of their immediate family or a blood relative is an officer, director, trustee, partner, owner, employee, or agent of the organization, or has any other substantial interest or dealings with the organization.

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b) **Voting.** Any Committee member or officer having a duality of interest or conflict of interest on any matter shall not vote, use their personal influence on the matter, or participate in the discussion or deliberations on the matter, even if permitted by law. The minutes of the meeting should reflect that the disclosure was made and that the interested Committee member or officer abstained from voting.

c) A Materials Management Planning Committee member shall not personally appear before the Materials Management Planning Committee as a petitioner or as a representative of a petitioner during the member's term of office.

d) A Materials Management Planning Committee member, when speaking to individuals, groups or organizations, shall indicate representation of the Materials Management Planning Committee. When speaking for personal purposes, the Materials Management Planning Committee member shall indicate that the stated opinions and beliefs are not the opinions and beliefs of the Materials Management Planning Committee as a whole.

e) Materials Management Planning Committee members shall conduct themselves at Materials Management Planning Committee meetings in a fair, courteous, and understanding manner. Materials Management Planning Committee members shall avoid interchanges involving personality differences.

Section 10. Public Participation

a) Public comments regarding agenda items will be received as those items are taken up by the MMPC.

b) Public comments on non-agenda matters will be received during the Public Comment portion of the meeting.

c) Persons wishing to address the MMPC shall identify themselves and state their address and reason for addressing the MMPC.

d) Persons shall limit their comments to three (3) minutes unless the time is extended by the Chairperson or by a majority vote of the MMPC membership.

e) The Open Meetings Act allows persons to record or broadcast the MMPC meetings. However, such actions shall result in a minimum of disruption of the meeting. The Chairperson shall determine if the actions are disrupting the meeting, and the Chairperson shall have the right to direct that those actions be modified and not cause further disruption for the remainder of the meeting.

ARTICLE VIII
COMMUNICATIONS

a) All media inquiries into the business of the MMPC shall be directed to the Livingston County Planning Department:

A: 304 E. Grand River Avenue, Howell, MI 48843
P: 517-546-7555
E: planning@livgov.com

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b) Freedom of Information Act requests (FOIA) shall be directed to/ and submitted online through the Livingston County Clerk's Office/FOIA Coordinator:

Link: https://milivcounty.gov/foia/

ARTICLE VIII
AMENDMENTS TO BYLAWS

These MMPC by-laws may be amended by the DPA and providing such amendment to the MMP at least ten (10) calendar days prior to the next scheduled MMPC meeting. Each proposed amendment will be sent to each MMPC member at least seven (7) calendar days before the meeting. The MMPC may debate the amendment and provide feedback before such amendment is implemented by the DPA.

ARTICLE IX
DISSOLUTION

Section 1. Dissolution

a) **Dissolution**. The MMPC may be dissolved by a resolution passed by the Livingston County Board of Commissioners.

ARTICLE X
ADOPTION OF A MATERIALS MANAGEMENT PLAN

a) Once the MMP is drafted and approved by the MMPC, the DPA shall share the MMP draft for public review and comment for a minimum of sixty (60) days.

b) A public hearing shall be held during the public comment period. A public notice of the hearing must be published at least 30 days prior to the hearing. The notice shall be published in a newspaper, or by electronic media, with major circulation or viewership in the planning area. The notice must state where to find the draft MMP, the end date of the public comment period, and solicit public comment. Online notices must remain posted until the end of the public comment period. This notice may also serve as the public hearing notice.

c) A copy of the MMP along with a notice of the end of the public comment period shall be provided to: EGLE, each municipality within the planning area, counties and municipalities adjacent to the planning are that may be significantly affected by the MMP or that have requested the opportunities to review the MMP, and the regional planning agency for each county in the planning area.

d) A summary of comments received during the public comment period shall be submitted to the MMPC. The MMP shall be revised based on public comment, as directed by the MMPC. The DPA has 30 days from the end of the public comment period to resubmit the MMP to the MMPC, if applicable.

e) An additional public hearing shall be held when required by: Part 115 of Public Act 451 of 1994, the duly adopted by-laws of the Materials Management Planning Committee, or when a majority of the membership of the Committee deem a public hearing necessary. Such a

hearing shall be advertised on the Livingston County Materials Management website described in the initial public notice announcing the amendment to the plan, no less than thirty (30) days before such a hearing. The notice shall indicate a location where copies of the plan are available for public inspection and the time and place of the public hearing.

f) The Materials Management Plan, as designated in Part 115 of Public Act 451 of 1994, shall be approved in accordance with Part 115 of Act 451 of 1994.

EFFECTIVE DATE

These Bylaws of the Livingston County Materials Management Planning Committee, Livingston County, Michigan, were adopted at a regular meeting of the Materials Management Planning Committee held on _____.

These Bylaws shall have immediate effect.

ENDORSEMENT

The foregoing Bylaws were adopted by an affirmative vote of the majority of the Committee members at a regular meeting held on _____, 2025

Signed:

MMPC Chair: _____ Date: _____

MMPC DPA Representative: _____ Date: _____

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LIVINGSTON COUNTY, MICHIGAN

2025-2030 MATERIALS MANAGEMENT PLAN

WORK PROGRAM

Approved by the Livingston County Materials Management Planning Committee:

[Date]

Approved By the Livingston County Approval Agency:

[Date]

This 2025-2030 Livingston County Materials Management Plan Work Program has been prepared, developed, and implemented pursuant to Michigan Public Act 451, Part 115.

LIVINGSTON COUNTY
MATERIALS MANAGEMENT PLANNING COMMITTEE MEMBERS

REGIONAL PLANNING AGENCY
Lindsey Kerkez, Civil Engineer III
Southeast Michigan Council of Governments (SEMCOG)

COUNTY ELECTED OFFICIAL
Brian Jonckheere, County Drain Commissioner
Livingston County Drain Commissioner

TOWNSHIP ELECTED OFFICIAL
Kathleen Horning, Treasurer
Hartland Township

CITY OR VILLAGE ELECTED OFFICIAL
Jacob Schlitter, Mayor Pro Tem
City of Howell

ENVIRONMENTAL INTEREST GROUP
Sara Thomas, President
Livingston Land Conservancy

REPRESENTATIVE THAT DOES BUSINESS OR RESIDES IN AN ADJACENT COMMUNITY OUTSIDE THE PLANNING AREA
Richard Burns, FESD, Project Consultant
FK Engineering Associates

MATERIAL RECOVERY FACILITY OPERATOR
Julie Cribley, Executive Director
Recycle Livingston

COMPOST FACILITY/ANAEROBIC DIGESTER
James Tuthill, General Manager
Tuthill Farms and Composting

INDIVIDUAL GENERATING MANAGED MATERIAL
Paul Sgriccia, P.E., Senior Consultant
PTS Consulting

WASTE DIVERSION/REUSE OR REDUCTION
Eric Kohart, Recycling Center Coach
PADNOS Howell Recycling Center

MANAGED MATERIAL HAULER
James Richey, Director, Account Management
Recycle Services

SOLID WASTE DISPOSAL FACILITY OPERATOR
Tim Krause, Director of Engineering
Granger Waste Services

COUNTY APPROVAL AGENCY

Livingston County Board of Commissioners

Official Authorized Representative: Jay Drick, Chair

DESIGNATED PLANNING AGENCY

Livingston County Department of Planning

Designated Planning Agency Representative: Scott Barb, AICP, Director

TABLE OF CONTENTS

Page	
3	Background
4	Materials Management Plan 5-Year Budget
5	Proposed Milestone Schedule
6	Glossary of Terms
7	Task 1: Planning Process Initiation
8	Task 2: Materials Management Planning Committee
9	Task 3: Project Administration
10	Task 4: Materials Management Planning Grant
10	Task 5: Materials Management Plan Request for Proposal
11	Task 6: Plan Project Management
11	Task 7: Data Collection and Discovery Phase
11	Task 8: Stakeholder Engagement
12	Task 9: Analysis and Opportunities Phase
12	Task 10: Prepare Draft Materials Management Plan
12	Task 11: Plan Adoption
13	Task 12: Plan Implementation

BACKGROUND

On January 8, 2024, the Director of the Michigan Department of Environment, Great Lakes & Energy (EGLE) initiated the process for each county to prepare a Materials Management Plan, under legislation changes to Michigan Public Act 451, Part 115, which became effective March 29, 2023 (the Act). After approved by EGLE, these plans will replace existing county Solid Waste Plans and transition from a solid waste disposal focus to a new materials management system geared toward seeking alternatives to landfilling, reducing environmental impacts, contributing to a circular economy, and identifying the highest and best use for all materials including recyclables, organics, and solid wastes.

The following Work Program complies with the Act and may be amended as needed.

Materials Management Plan 5-Year Projected Budget

Date Prepared: 5/24/2025
Project Name: Livingston County Materials Management Plan
Planning Area: Livingston County, MI

PROJECTED REVENUES						
Description	**2025 (Actual)**	**2026 (Projected)**	**2027 (Projected)**	**2028 (Projected)**	**2029 (Projected)**	**2030 (Projected)**
EGLE Grant	$ TBD	$ -	$ -	$ -	$ -	$ -
Other	$ TBD	$ TBD	$ TBD	$ TBD	$ TBD	$ TBD
TOTAL REVENUES:	**$ 0.00**	**$0.00**	**$ 0.00**	**$ 0.00**	**$0.00**	**$0.00**

TOTAL LOCAL FUNDS: **$0.00 (?%)**
TOTAL STATE FUNDS: **$0.00 (?%)**
TOTAL 5-YEAR PROJECTED REVENUES: **$0.00 (100%)**

PROJECTED EXPENDITURES			
Description	**Funding Source**	**Projected Amount**	**Actual Amount**
Postage, Mail, Notices	TBD	$0.00	$ 0.00
Contractual Services	TBD	$0.00	$ 0.00
Professional Development: Training/Education	TBD	$0.00	$ 0.00
Workshop and Meeting Supplies, Materials	TBD	$0.00	$ 0.00
Implementation	MMP EGLE Grant	$0.00	$ 0.00
INFLATION (4% / year):		$0.00	$ 0.00
CONTINGENCY (10%):		$0.00	$ 0.00
TOTAL EXPENDITURES:		**$0.00**	**$0.00**
TOTAL 5-YEAR PROJECTED EXPENDITURES:		**$0.00**	

PROPOSED MILESTONE SCHEDULE

Task	Completion Date/ Deadline	2025				2026				2027				2028				2029				2030			
		Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec
Task 1: Planning Process Initiation		X	X	X																					
Task 2: Materials Management Planning Committee			X	X	X																				
Task 3: Project Administration		X	X	X	X																				
Task 4: Materials Management Planning Grant					X	X																			
Task 5: Materials Management Request for Proposal						X	X																		
Task 6: Plan Project Management						?																			
Task 7: Data Collection and Discovery Phase																									
Task 8: Stakeholder Engagement																									
Task 9: Analysis and Opportunities Phase																									
Task 10: Prepare Draft Materials Management Plan																									
Task 11: Plan Adoption																									
Task 12: Plan Implementation																									

GLOSSARY OF TERMS

As used in this Materials Management Work Program:

a. **Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (the Act).**

b. **Board of Commissioners (BOC or Board):** the elected governing body authorized to make policy decisions for the county.

c. **County Approval Agency (CAA):** the entity that assumes responsibility and is authorized to approve the MMP, by submitting a notice of intent for preparing the MMP. The CAA has been identified as the Livingston County Board of Commissioners.

d. **Cities, Villages and Townships (CVT).**

e. **Designated Planning Agency (DPA):** the agency designated by the CAA that shall serve as the primary government resource in the planning area for the administering and developing the MMP. The DPA has been identified as the Livingston County Department of Planning.

f. **DPA Representative:** is the specific individual of the DPA designated by the CAA that shall serve as the primary government resource in the planning area for the administering and developing the MMP. The DPA Representative is Scott Barb, Director, Livingston County Department of Planning.

g. **Michigan Department of Environment, Great Lakes & Energy (EGLE):** is the primary state agency overseeing the Materials Management planning process and administering the interim final approvals for Solid Waste Processing and Transfer Facilities and the amendments to the Act.

h. **Materials Management Plan (MMP):** is the plan that will replace the existing Solid Waste Management Plan after approval from EGLE that seeks adequate materials management capacity for all nonhazardous solid waste generated in the county with a focus on developing strategies to utilize materials to their best and full potential prior to final disposal.

i. **Notice of Intent (NOI).**

☑ = Task Complete

● = Task In Process

◆ = Task Not Started

[Agency] = **Primary Responsible Party**

Task 1: Planning Process Initiation

☑ TASK 1.1: Plan Initiation [EGLE]

a. Livingston County received an email on _____ from Phillip D. Roos, EGLE Director, stating the materials management planning process is to be initiated on January 8, 2024.

☑ TASK 1.2: Accept Role as County Approval Agency (CAA) [DPA Representative]

a. On _____, Solid Waste Coordinator presented the Proposed Resolution to the _____ Committee for approval and the _____ Committee recommended the item to BOC.

b. At a regular meeting on _____, BOC passed a formal resolution (R #_____) and accepted responsibilities as CAA.

☑ TASK 1.3: Appoint Designated Planning Agency (DPA) [CAA]

a. At a regular meeting on _____, BOC passed a formal resolution (Resolution #_____) to appoint the Livingston County Planning Department as the DPA.

☑ TASK 1.4: Designate DPA Representative [CAA]

a. At a regular meeting on _____, BOC passed a formal resolution (Resolution #_____) to designate the DPA Representative as _____.

☑ TASK 1.5: Correspond with Adjacent Counties [DPA Representative & CAA]

a. _____ prepared a list of adjacent county DPA Representatives and BOC Chairs and drafted communication and response letters regarding interest for preparing a Multi-County MMP.

b. _____sent communication and response letters to adjacent counties indicating that Livingston County intends to prepare a single-county MMP and wants to collaborate.

TASK 1.6: Notify CVTs and Adjacent CVTs [DPA Representative]

a. _____ prepared letter and MMP FAQ sheet.

b. _____ mailed and emailed the letter and FAQ sheet to all Livingston County CVT and adjacent CVT Clerks and Chief Elected Officials about upcoming MMP initiative and requested contact information and future communication notification preference (US Mail and/or Email).

TASK 1.7: Notification Contact List [DPA Representative]

a. _____ utilized an online form to collect and compile contact information and notification preference (US Mail and/or email) from CVTs and adjacent CVTs.

TASK 1.8: Submit Notice of Intent to EGLE [DPA Representative & CAA]

a. _____ drafted answers to NOI and prepared PDF with copies of correspondence with adjacent counties to be submitted with NOI.

b. On _____, _____submitted the MMP Notice of Intent.

c. Livingston County has 36-months from _____ to complete the MMP.

TASK 1.9: Distribute Notice of Intent [DPA Representative]

a. _____posted a PDF copy of the NOI Submittal to the County's MMP webpage on _____.

b. The NOI legal notice was published in the _____ on _____

c. On _____, DPA Representative mailed and emailed a copy of NOI Submittal to all CVTs and requested the NOI be posted on CVT websites.

Task 2: Materials Management Planning Committee

☑ TASK 2.1: Identify Candidates for MMPC [BOC, CPSID, & DPA Representative]

a. _____ issued media release and solicited applications for new MMPC using an online application form posted on the County's website.

b. _____ conducted interviews at regular meetings on _____.

c. _____ made final recommendations to full BOC for MMPC members in each category/sector as required by the Act.

☑ TASK 2.2: Appoint MMPC Members [CAA]

a. At a regular meeting on _____, the BOC passed a formal resolution (Resolution #_____) to dissolve the Solid Waste Committee and establish the Materials Management Planning Committee.

b. At a regular meeting on _____, BOC passed a formal resolution (Resolution #_____) to Appoint MMPC members for a five-year term beginning ___ 2025 through _____2030.

☑ TASK 2.3: MMPC Administrative Support [DPA Representative]

a. DPA Representative to designate staff to provide support to MMPC (e.g. take meeting minutes, reserve and set up meeting room)

b. DPA Representative to be responsible for setting meeting dates, preparing meeting agendas, preparing and sending all required public notices.

● TASK 2.4: MMPC Bylaws [DPA Representative, Corporation Counsel, MMPC]

a. DPA Representative drafted MMPC Bylaws and reviewed by County Legal Counsel.

b. MMPC reviewed and adopted Bylaws for the conduct of its business at the _____ regular meeting.

● TASK 2.5: MMP Work Program [DPA Representative, MMPC]

a. DPA Representative prepared draft MMP Work Program.

b. DPA Representative distributed a copy of draft MMP Work Program to MMPC on _____and MMPC approved at their regular meeting on _____.

◆ TASK 2.6: CAA Approves Work Program [DPA Representative]

a. DPA Representative presented a copy of MMP Work Program to CPSID on _____ for review, approval, and recommend to BOC.

b. CAA approved the MMP Work Program at their regular meeting on _____.

☑ **TASK 2.7: CAA Submits Work Program to EGLE** [DPA Representative & CAA]

a. CAA submitted final MMP Work Program to EGLE on _____ in advance of the _____ deadline (180 days after NOI).

☑ **TASK 3.1: Develop MMP Webpage** [DPA Representative and County Planning Staff]

a. DPA Representative worked with County Planning staff develop a new Materials Management Plan webpage on Livgov.com with a link to the Materials Management Plan.

b. All MM project and plan information will be posted to the following link: https://milivcounty.gov/planning/materials-management-planning/

☑ **TASK 3.2: Identify County Purchasing Department Contact** [DPA Representative]

a. Identify Purchasing staff assigned to assist with the MMP Grant, MMP RFP Process, and MMP Consultant Contract.

☑ **TASK 3.3: Identify County Fiscal Services Contact** [DPA Representative]

b. Identify Fiscal Services staff assigned to assist with MMP Grant and processing payment for MMP Consultant.

Task 4: Materials Management Planning Grant

◆ **TASK 4.1: Grant Application Submittal** [DPA Representative]

a. Seek Administration, Finance and BOC approval for MMP Grant Application submittal.

◆ **TASK 4.2: Department Grant Review** [DPA Representative]

b. If grant application is approved by EGLE, begin County Department Grant Review Process.

◆ **TASK 4.3: BOC Committee and Board of Commissioners Approval** [DPA Representative]

a. Seek CPSID Committee approval and recommend to BOC.

b. Seek BOC approval for MMP Grant Acceptance.

◆ **TASK 4.4: Purchasing Department and Fiscal Services Admin** [DPA Representative]

a. Work with Purchasing and Fiscal Services to set up necessary account strings.

Task 5: Materials Management Plan Request for Proposal

- **TASK 5.1: Prepare Request for Proposal (RFP)** [DPA Representative]
- **TASK 5.2: Internal and MMPC draft RFP Review and Approval** [DPA Representative]
- **TASK 5.3: Identify RFP Selection Committee Members** [DPA Representative]
- **TASK 5.4: Issue Request for Proposal on MITN/Bidnet** [Purchasing]
- **TASK 5.5: Hold Pre-Bid Meeting** [DPA Representative]
- **TASK 5.6: Proponents Submit Questions via MITN/Bidnet**
- **TASK 5.7: County Responds to Questions via MITN/Bidnet** [DPA Representative]
- **TASK 5.8: Proposals Due via MITN/Bidnet**
- **TASK 5.9: Selection Committee Scores Proposals**
- **TASK 5.10: Consulting Firm/Team Final Selection Interviews (As Needed)**
- **TASK 5.11: Notice of Award to Consulting Firm/Team** [Purchasing]

Task 6: Plan Project Management

- **TASK 6.1: Identify Project Manager (PM)** [DPA Representative]
- **TASK 6.2: Hold Project Kick-Off Meeting** [Consultant Team]
- **TASK 6.3: Hold Regular Progress Meetings** [Consultant Team]
- **TASK 6.4: Prepare a Project Management Plan (PMP)** [Consultant Team]
- **TASK 6.5: Prepare a Public Engagement Plan (PEP)** [Consultant Team]

Task 7: Data Collection and Discovery Phase

- **TASK 7.1: Previous Plan/Study Review** [Consultant Team]
- **TASK 7.2: Existing Conditions Analysis** [Consultant Team]
- **TASK 7.3: Summarize Findings** [Consultant Team]

Task 8: Stakeholder Engagement

- **TASK 8.1: Prepare Online Survey, Focus Group Meetings, Meetings, etc.** [Consultant Team]
- **TASK 8.2: CVT Staff, Elected Officials, MMPC, BOC, Health Department** [Consultant Team]
- **TASK 8.3: Adjacent Counties & SEMCOG** [Consultant Team]
- **TASK 8.4: Waste Haulers** [Consultant Team]
- **TASK 8.5: Facility Operators, MRF, etc.** [Consultant Team]
- **TASK 8.6: Metal Waste** [Consultant Team]
- **TASK 8.7: Electronic Waste** [Consultant Team]
- **TASK 8.8: Household Hazardous Waste** [Consultant Team]
- **TASK 8.9: Yard Waste** [Consultant Team]
- **TASK 8.10: Food Waste** [Consultant Team]
- **TASK 8.11: Packaging** [Consultant Team]
- **TASK 8.12: Businesses/Brokers** [Consultant Team]
- **TASK 8.13: Residents** [Consultant Team]
- **TASK 8.14: Other Products-Textiles, Wood, Rubber Products, etc.** [Consultant Team]

Task 9: Analysis and Opportunities Phase

- **TASK 9.1: Gap Analysis and System Needs Assessment** [Consultant Team]
- **TASK 9.2: Best Management Practices Evaluation and Recommendations** [Consultant Team]
- **TASK 9.3: Supporting Policy and Funding Mechanisms Evaluation** [Consultant Team]
- **TASK 9.4: Draft Model Ordinances/Policies** [Consultant Team]

Task 10: Prepare Draft Materials Management Plan

- **TASK 10.1: Prepare Draft Plan** [Consultant Team]
- **TASK 10.2: Goals and Objectives** [Consultant Team]
- **TASK 10.3: Action Plan** [Consultant Team]
- **TASK 10.4: Prepare Strategy to Implement Plan and How to Fund** [Consultant Team]
- **TASK 10.5: Prepare Strategy to Identify Responsible Parties to Implement Plan** [Consultant Team]
- **TASK 10.6: Identify Tasks and Timelines to Meet Plan Goals & Objectives** [Consultant Team]
- **TASK 10.7: Financial Strategies** [Consultant Team]

Task 11: Plan Adoption

- **TASK 11.1: MMPC Approves Draft MMP** [MMPC]
  a. MMPC reviews and approves the draft MMP for public review and comment for a minimum of 60 days.
- **TASK 11.2: Prepare Notice of Draft Plan Review and Public Hearing** [Consultant Team]
  a. Publish the notice in a newspaper, or by electronic media, with major circulation or viewership in the planning area. The notice must state where to find the draft MMP, the end date of the public comment period, and solicit public comment. Online notices must remain posted until the end of the public comment period. This notice may also serve as the public hearing notice.
  b. The public hearing notice shall be published at least 30 days prior to the public hearing date. Documentation must be provided to EGLE.
- **TASK 11.3: 60-Day Required Public Comment Period** [DPA Representative]
  a. Share the MMP draft for public review and comment for a minimum of 60 days.
- **TASK 11.4: Hold Public Hearing** [MMPC]
  a. Conduct a public hearing on the MMP during the public comment period.
  b. A public notice of the hearing must be published at least 30 days prior to the hearing.
- **TASK 11.5: Plan Revisions** [DPA Representative]
  a. After 60-day public comment period, DPA has 30 days to revise MMP (as needed) and send back to MMPC for approval.
- **TASK 11.6: Plan Adoption by CAA** [CAA]
  a. CAA Passes Resolution Adopting MMP.
- **TASK 11.7: CVT Approval of MMP** [DPA Representative]
  a. Send approved MMP to all CVTs in the county for approval by resolution. After 120 days, 67% approval is required from CVTs that voted on the MMP
- **TASK 11.8: DPA Submits MMP to EGLE for Final Approval** [DPA]

Task 12: Plan Implementation

- **TASK 12.1: Work Toward Meeting Goals and Objectives** [DPA, MMPC, TBD]
- **TASK 12.2: New Program Development or Program Enhancement** [DPA/MMPC]
- **TASK 12.3: Funding** [DPA/MMPC]
- **TASK 12.4: Education** [DPA/MMPC]
- **TASK 12.5: Outreach** [DPA/MMPC]
- **TASK 12.6: Data Collection, Updates/Maintenance** [DPA]
- **TASK 12.7: Partnerships and Collaborations** [DPA/MMPC]

MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

Materials Management Planning Grant

REQUEST FOR WORK PROGRAMS

Issue Date: December 23, 2024

Michigan Department of Environment, Great Lakes, and Energy
525 West Allegan Street
Lansing, Michigan 48933

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Table of Contents

PART I GENERAL INFORMATION 2

I-A Purpose 2

I-B Program Description 2

I-C Grant Award 3

I-D Eligibility Criteria 4

I-E Ineligible Projects 4

I-F Issuing Office and Point of Contact 4

I-G Changes to the RFP and Responses to Questions 4

I-H Work Programs 2

I-I Response 2

PART II INFORMATION REQUIRED FROM APPLICANTS. 2

II-A Completed Work Program 2

II-B Approved Budget Form 2

PART III SELECTION CRITERIA 4

III-A Project Clarifications/Revisions 4

III-B Rejection of Work Programs 4

III-C Acceptance of Work Program Content 4

PART IV ADDITIONAL INFORMATION 4

IV-A SIGMA Vendor Registration 4

IV-B News Releases 5

IV-C Disclosure of Work Program Contents 5

IV-D Copyrighted Materials 5

IV-E Prime Applicant Responsibilities 5

IV-F Partner Responsibilities 5

IV-G Permit Requirments 5

IV-H Prevailing Wage Requirements 5

PART V WORK PROGRAM TEMPLATE…. 6-10

Materials Management Planning Grant Request for Work Programs

PART I
GENERAL INFORMATION

I-A Purpose

The Michigan Department of Environment, Great Lakes, and Energy's (EGLE) Recycling Unit is establishing a materials management planning grant program as described in section 324.11587 of Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

I-B Program Description

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.

I-C Grant Award

In each of the first three years of the grant program, the amount of a grant shall equal the sum of the following:

(a) $60,000.00 for each county in the planning area.

(b) An additional $10,000.00 for each county in the planning area if the planning area includes more than 1 county.

(c) Fifty cents for each resident of the planning area, up to 600,000 residents. Please refer to 2020 U.S. Census results.

Materials management planning grants shall cover 100% of eligible costs up to the authorized maximum amount as specified by rule.

Applicant(s) must provide a complete budget. Use of the Approved Budget Form with Narrative (See Section II-B) is recommended. Budgets must be itemized and be accompanied by a budget narrative which adequately describes each budget category. This is a reimbursement-based opportunity, costs must be incurred and paid for before they are reimbursed.

The Recycling Unit will award funds to applicants that agree to the terms set forth in this Request for Work Programs and the Grant Agreement. The Recycling Unit, an entity within EGLE, will be the primary contact with selected applicants to negotiate the scope of work, budget, reporting periods, report format, and reporting content. All other requirements are non-negotiable.

I-D Eligibility Criteria

Subject to appropriations, a materials management planning grant program is established to provide grants, to be known as materials management planning grants, to county boards of commissioners for the use of county approval agencies. County approval agency (CAA) means the county board of commissioners, the municipalities in the county, or the regional planning agency, whichever submits a notice of intent to prepare a materials management plan under section 11571. If a county board of commissioners is not the CAA, the county board of commissioners shall make awarded grant money available to the CAA within 60 days after receipt.

Materials management planning grants shall be awarded annually. To be eligible for grants in the first 3 years of the grant program, the CAA must do both of the following:

(a) Submit a notice of intent to prepare an MMP.

(b) Annually submit to and obtain department approval of a one-year work program for preparing the MMP. The work program shall be prepared by the DPA and reviewed and approved by the planning committee. The work program shall describe the activities for developing and implementing the MMP and associated costs to be covered by the county and the grant.

I-E Ineligible Projects

1. Projects deemed illegal under the law or inappropriate under contract management standards.
2. Projects considered scientifically unsound or that significantly increase risks to workers and/or the public.
3. Projects that will not be conducted in Michigan.
4. Projects involving demonstration of non-commercially available equipment and technologies.
5. Projects that cannot be shared with other entities in Michigan.
6. Projects that do not adhere to State of Michigan permit requirements.

I-F Issuing Office and Point of Contact

All questions regarding this solicitation should be directed to:

Christina Miller (MILLERC1@michigan.gov)

I-G Changes to the Request for Work Programs and responses to questions, written answers to questions, changes, and/or clarifications will be posted on the EGLE Materials Management Planning website.

I-H Work Programs
To be considered, applicants must submit a complete response to this Request for Work Programs, addressing the information requirements provided in Part II (below).

I-I Response
A work program template can be found on page 6-10 of this document. Completed work programs must be submitted through the following web form:

Materials Management Planning Work Program Submittal Survey

PART II
INFORMATION REQUIRED FROM APPLICANTS.

NOTE: The following information must be submitted by all applicants to be considered.

1. The work program shall include a detailed description of tasks to be performed as needed in Year 1 to prepare the plan.

2. The work program shall also include all of the following:
    a. A timetable for the accomplishment of tasks in Year 1.
    b. A public participation element as described in R 299.4706, including a general schedule of public meetings, hearings, and other activities for Year 1.
    c. Costs of the individual elements and the total cost of plan preparation in Year 1.
    d. Detailed staffing needs and responsibilities for plan preparation in Year 1.

Please see instructions below for additional information:
II-A Complete the work program for Year 1 and attach additional information, as necessary.
II-B Approved Budget Form for Year 1

1. It is recommended that applicant(s) use the Approved Budget Form with Narrative. Please use "N/A" or "None" to indicate there are no costs associated with a given budget category.
2. The following costs are **disallowed**: purchase of real property (e.g., land and buildings).
3. **Fringe Benefits** –Applicant(s) will be required to justify the fringe rates given in their proposed budget prior to an agreement being finalized. If fringe cost rates are approved by a federal agency, identify the agency and date of latest rate agreement, and include a copy of the rate agreement. If fringe cost rates are not approved by a federal agency, explain how total fringe benefit costs

were calculated. Your calculations should identify all rates used and the base amount they were applied to. Please include how the base was derived, and a total for each.

4. **Equipment** –All Equipment expenses must be justified in your work program. If it is new equipment that will retain a useful life upon completion of the project, provide a rationale for the estimated value shown. Also, indicate whether the equipment is being used for other projects or is 100% dedicated to this project. Equipment purchases over $5,000 will require additional documentation, such as Lien or Uniform Commercial Code Filing, and the State of Michigan listed as the lienholder/creditor for 5 years prior to reimbursement.
5. **Travel** – Applicants may follow their own internal travel policy, which must be submitted to the issuing office contact prior to entering into a Grant Agreement. If an applicant does not have an internal travel policy, they must use the most recent State of Michigan Travel Rates posted by the Michigan Department of Technology, Management & Budget.
6. **Indirect Rate** – Provide the indirect rate (up to 20% maximum) used by applicant's organization as a percentage of **total personnel and fringe benefits**.
7. **Incurring Costs –**The following documentation will be required by selected applicants to receive reimbursement:
   a. Receipt/Invoice or payroll summary for cost incurred.
   b. Proof of payment via bank statement, ACH payment, or scanned cashed check.

Note: *All match types (cash, in-kind, third-party) will be held to the same documentation requirements.*

Additional Budget Information:

1. In the event of a partially funded work program, selected applicant(s) will be required to submit a revised work program before entering into a Grant Agreement. The proportion of direct costs to indirect costs will remain the same as in their original request.
2. Selected applicant(s) assumes the responsibility for ensuring the grant project is performed within the established timeline.
3. Financial assistance from each funding source must be managed, reported, and accounted for separately from all other funding sources.
4. Should selected applicant(s) cease business operations or dissolve the program established under the grant agreement, existing capital must be returned to the State of Michigan.

PART III
SELECTION CRITERIA

All work programs received shall be subject to an evaluation by the Recycling Unit. The evaluation will be conducted in a manner appropriate to select the applicant(s) for the purpose of entering into a Grant Agreement to perform the proposed project within the established timeline. Initial screening of the applications will be conducted to ensure applicants and projects meet all eligibility requirements.

III-A Project Clarifications/Revisions

During the work program review process, applicants may be contacted for clarification and for the purpose of negotiating changes in project activities, timetables, and budgeted costs. The Issuing Office reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of, the proposed work program.

III-B Rejection of Work Programs

The Recycling Unit reserves the right to reject any and all work programs received as a result of this Request for Work Programs or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the State and The Recycling Unit.

III-C Acceptance of Work Program Content

The contents of this Request for Work Programs and the work program of the selected applicant become grant obligations if a grant award ensues. Failure of the selected applicant to accept these obligations shall result in cancellation of the award.

The successful applicant(s) will be required to accept all terms and enter into a Grant Agreement with the State within 45 calendar days of being notified of funding availability. The Agreement consists of standard contract language, applicant's work plan, timetable, and budget information, a compensation clause that adheres to guidelines in this solicitation, and terms and conditions that outline additional requirements.

PART IV
ADDITIONAL INFORMATION

IV-A SIGMA Vendor Registration

All selected applicants must be registered as a vendor of the State of Michigan on the SIGMA Vendor Self Services (VSS) before entering into a Grant Agreement. If you are an existing vendor and have an account in Sigma VSS, please verify that all your account information is correct. If not, please use the Sigma VSS to register. This website is for the exclusive use of the vendors and individuals intent on doing business with the State of Michigan and allows you to be paid in the event that you are awarded a contract. **Your registration may**

take up to two weeks to be processed.

IV-B News Releases

News releases (including promotional literature and commercial advertisements) pertaining to the Grant or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.

IV-C Disclosure of Work Program Contents

All information in a bidder's work program and any Grant resulting from this Request for Work Programs is subject to the provisions of the Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231, *et seq*.

IV-D Copyrighted Materials

See Section VI of the Grant Agreement for a summary of intellectual property provisions.

IV-E Prime Applicant Responsibilities

The selected applicant will be required to assume responsibility for all grant activities offered in the work program whether or not that applicant performs them. Further, the State will consider the selected applicant (Recipient) to be the sole point of contact with regard to grant matters, including but not limited to payment of any and all costs resulting from the anticipated grant. The State reserves the right to approve subcontractors for the work program and to require the Recipient to replace subcontractors found to be unacceptable. The Recipient is totally responsible for adherence by the subcontractor to all provisions of the Grant. For additional information, see Section VII and VIII of the Grant Agreement for a summary of delegation provisions.

IV-G Partner Responsibilities

Organizations partnering with selected applicant(s) must comply with the requirements of the solicitation and will be held to the same standards as prime applicants.

IV-H Permit Requirements

All activities undertaken with grant funds must comply with State of Michigan permitting requirements. It is the Recipient's responsibility to acquire all necessary environmental permits prior to initiating the funded project.

IV-I Prevailing Wage Requirements

The State of Michigan House Bill 4007 established requirements for all public projects sponsored or financed by the state to follow prevailing wages and fringe benefits. Find the current prevailing wage and fringe benefit requirements for your county.

EGLE MMP Work Program Template

Note: Use of this template is not mandatory for submittal to this Request for Work Programs. Work programs submitted prior to the release of this document are not required to re-submit, unless requested by EGLE Recycling Unit.

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.

County Information

County Name:
County Approval Agency Name:
County Approval Agency Contact:
County Approval Agency Email:
Single or Multicounty:
Multicounty group name if applicable:

Please include a CAA for each county if a multicounty group.

Contact Information for MMP Grant Manager:
Contact Name:
Contact Title:
Email Address:
Phone Number:

Designated Planning Agency
Contact Name:
Contact Title:
Email Address:
Phone Number:

Work Program was approved by the County X Materials Management Planning Committee on [INSERT DATE]:

County Materials Management Planning Committee Members

Regional Planning Agency	**Material Recovery Facility**
Name:	Name:
Title:	Title:
County Elected Official	**Compost Facility/Anaerobic Digester**
Name:	Name:
Title:	Title:
Township Elected Official	**Business Generating Managed Materials**
Name:	Name:
Title:	Title:
City or Village Elected Official	**Waste Diversion or Reduction**
Name:	Name:
Title:	Title:
Environmental Interest Group	**Managed Materials Hauler**
Name:	Name:
Title:	Title:
Solid Waste Disposal Facility	**Adjacent Community Business Outside the Planning Area** (optional)
Name:	Name:
Title:	Title:

Additional Optional Members for Multicounty Groups (Per County)	
Elected Official of County or Municipality	**Business that generates managed materials**
Name:	Name:
Title:	Title:

Section: Timetable

Please provide a timetable for the accomplishment of tasks in Year 1.

Proposed Milestone Schedule

		[YEAR]				[YEAR]				
Task	Completion Date/Deadline	Q1 (date range)	Q2 (date range)	Q3 (date range)	Q4 (date range)	Q1 (date range)	Q2(date range)	Q3 (date range)	Q4 (date range)	
Task 1			X							
Task 2				X						
Task 3					X					
Task 4						X				

Section: Tasks

Please provide a detailed description of tasks to be performed as needed in Year 1 to prepare and implement the plan.

Quarter 1 Tasks [Month – Month]

Task 1: TITLE

☐ **Task 1.1** [Title] [Responsible party]

a. Description
b. Timeline

☐ **Task 1.2** [Title] [Responsible party]

a. Description
b. Timeline

Task 2: TITLE

☐ **Task 2.1** [Title] [Responsible party]

a. Description
b. Timeline

☐ **Task 2.2** [Title] [Responsible party]

a. Description
b. Timeline

Quarter 2 Tasks [Month – Month]

☐ **Task 2.3** [Title] [Responsible party]

a. Description
b. Timeline

☐ **Task 3.1** [Title] [Responsible party]

a. Description
b. Timeline

Section: Public Participation

Please describe public participation efforts in Year 1, including a general schedule of public meetings, hearings, and other activities. Please refer to R 299.4706 for details.

[Insert list of publication participation items]

Section: Costs

Please provide costs of the individual elements and the total cost of plan preparation in Year 1. Use of the Approved Budget Form with Narrative is recommended. Please use "N/A" or "None" to indicate there are no costs associated with a given budget category.

Section Five: Staffing

Please describe staffing needs and responsibilities for plan preparation in Year 1. Full-time equivalent is abbreviated below to “FTE.”

Position	FTE	Responsibilities
Staff Title		
Consultant Name/Title		

MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

MATERIALS MANAGEMENT PLAN APPROVAL PROCESS WITH FLOWCHART

This document outlines the steps taken to develop and approve a Materials Management Plan (MMP) and grant eligibility, after the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Director initiates the MMP development process (Part 115, Sections 11571–11576, 11580, 11587).

GLOSSARY OF TERMS

Benchmark Recycling Standard (BRS): a recycling curbside and drop-off access standard that each planning area must meet within the timelines identified in statute.

County Board of Commissioners (BOC): the elected governing body authorized to make policy decisions for the county, or the elected county executive, as appropriate.

County Approval Agency (CAA): the entity that assumes responsibility and is authorized to approve the MMP, by submitting a notice of intent for preparing the MMP. The CAA may be a county board of commissioners, all the municipalities in a county acting jointly, or a regional planning agency.

Designated Planning Agency (DPA): the agency and a specific individual of the agency designated by the CAA that shall serve as the primary government resource in the planning area for the administering and developing the MMP. "DPA" does not mean a regional planning agency, unless the CAA identifies the regional planning agency as the DPA.

Disposal Area: a facility that accepts solid waste for disposal, or handling prior to disposal, such as a landfill, incinerator, or solid waste processing and transfer facility.

Diverted Waste: waste generated by households, businesses, or government entities that can lawfully be disposed of at a municipal solid waste landfill or incinerator but is separated from other waste for better management. Examples of diverted waste include batteries, pesticides, pharmaceuticals, light bulbs, sharps, mercury containing devices, hazardous materials, or liquid wastes.

Managed Materials: solid waste, diverted waste, or recyclable material.

Materials Management Facility (MMF): a disposal area, materials utilization facility, or waste diversion center.

Materials Management Goal (MMG): goals identified in an MMP that are measurable, objective, and specific to the planning area identified to divert recyclables and organics from disposal. These goals include the municipal solid waste recycling rate goal, the benchmark recycling standards identified in Part 115, and any additional material utilization and reduction activities identified by the MMP.

Materials Management Planning Committee (MMPC): a permanent body that is appointed by the CAA to direct the Designated Planning Agency in the preparation, coordination and ensures fulfillment of the MMP.

Materials Utilization Facility (MUF): a facility, such as a materials recovery facility, anaerobic digester, compost facility, or innovative technology facility that processes recyclable materials for conversion into raw materials, intermediate, or new products.

Planning Area: the geographic area included within a materials management plan.

Regional Planning Agency: Governor-appointed regions within the State for planning purposes. Refer to the Michigan Association of Regions map for geographical locations.

Waste Diversion Center: a facility designated for the purpose of receiving or collecting diverted wastes.

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To request this material in an alternate format, contact EGLE-Accessibility@Michigan.gov or 800-662-9278.

PLAN DEVELOPMENT AND APPROVAL PROCESS

STEP 1. NOI is filed and the responsible entity becomes the CAA within 180 days of EGLE's request. If an NOI was not filed by the BOC, the municipalities or RPA can request an extension from EGLE to allow the parties an opportunity to determine who will file the NOI with an EGLE approved extension.

- If an NOI was filed, continue to Step 2.
- If an extension was requested by the municipalities or RPA from EGLE and approved by EGLE, continue to Step 2.
- If an extension was not requested or an NOI was not filed, EGLE shall prepare the MMP. The EGLE prepared MMP is final, and the process ends.

The CAA has a total of 36 months from the date an NOI is filed to complete its portions of the process.

STEP 2. After the NOI is submitted, the following must be completed:

- The CAA establishes the DPA. The CAA will have the option to identify a DPA while filing its NOI. This is highly recommended to give the DPA ample time to complete the remaining tasks. However, the CAA has up to 120 days to officially appoint their DPA.
- Within 180 days: The CAA appoints the MMPC; the DPA will draft the Work Program; the MMPC approves Work Program and submits the Work Program to EGLE; EGLE approves the Work Program. All tasks must be completed within this 180-day given timeframe.

The CAA is grant eligible once an NOI is filed, a DPA and MMPC have been appointed, and a Work Program has been approved by the MMPC and EGLE. *It is recommended to begin MMP drafting and development while waiting for MMP grant distribution, to ensure the 36-month total timeframe is met*.

STEP 3. The MMP is drafted.

STEP 4. The MMPC approves the draft MMP.

STEP 5. The MMP goes to public comment for a minimum of 60 days. During this time, a public hearing is conducted by the DPA.

- The public hearing notice shall be published at least 30 days prior to the public hearing date. Documentation must be provided to EGLE.

STEP 6. Once the public comment period and hearing are completed, the DPA has 30 days to revise the draft MMP based on comments received and send the draft MMP back to the MMPC for approval, if applicable.

STEP 7. The MMPC approves the MMP by majority vote within 30 days after the DPA has sent the revised draft MMP back for final approval.

STEP 8. The CAA must approve or reject the MMP within **60 days** after the MMPC has approved the MMP.

- If the CAA approves the MMP, continue to Step 9.
- If the CAA does not approve the MMP within **30 days,** the CAA sends the MMP back to the MMPC with objections.
  - The MMPC then responds to the CAA within **30 days.**
  - The CAA acts on the MMP.
    - ✓ If the CAA approves the MMP, continue to Step 9.
    - ✓ If the CAA does not approve the MMP, the CAA prepares its own MMP, then continues to Step 10.

STEP 9. Within **10 business days** of CAA approval, the DPA sends the MMP to all municipalities in the County.

STEP 10. Municipalities are given **120 days** to approve or reject the MMP.

- Only those municipalities that voted within the 120 days will count toward approval or rejection of the MMP. *All municipalities that have not responded within the 120-day timeframe will NOT count toward the 67 percent.*
- If 67 percent of the municipalities that acted on the MMP within 120 days approve of the plan, continue to Step 11.
- *NOTE: 67 percent of the municipalities that respond to the vote must approve the MMP.*
- If 67 percent of municipalities that voted within 120 days do not approve the MMP, **then EGLE will prepare the MMP, it will be final, and the process ends.**
- NOTE: ALL tasks to this point must be completed within **36 months.**

STEP 11. 30 days after the municipalities review and approve the MMP, the DPA shall submit the MMP to EGLE for final review, continue to Step 12.

After the MMP is submitted by the DPA, EGLE has 180 days to review. The review can be extended by another 90 days if modifications are needed to bring the MMP into compliance with Part 115.

STEP 12. If EGLE approves the MMP, the MMP is final, and the process is complete. If EGLE does not approve the MMP, EGLE may prepare or modify the MMP, and the process continues to Step 13.

STEP 13. EGLE submits the MMP to the CAA. If the CAA approves the EGLE modifications of the MMP, the MMP is final, and the process is complete. If the CAA does not approve the EGLE modifications to the MMP, EGLE prepares the final MMP, and the process is complete.

NOTES

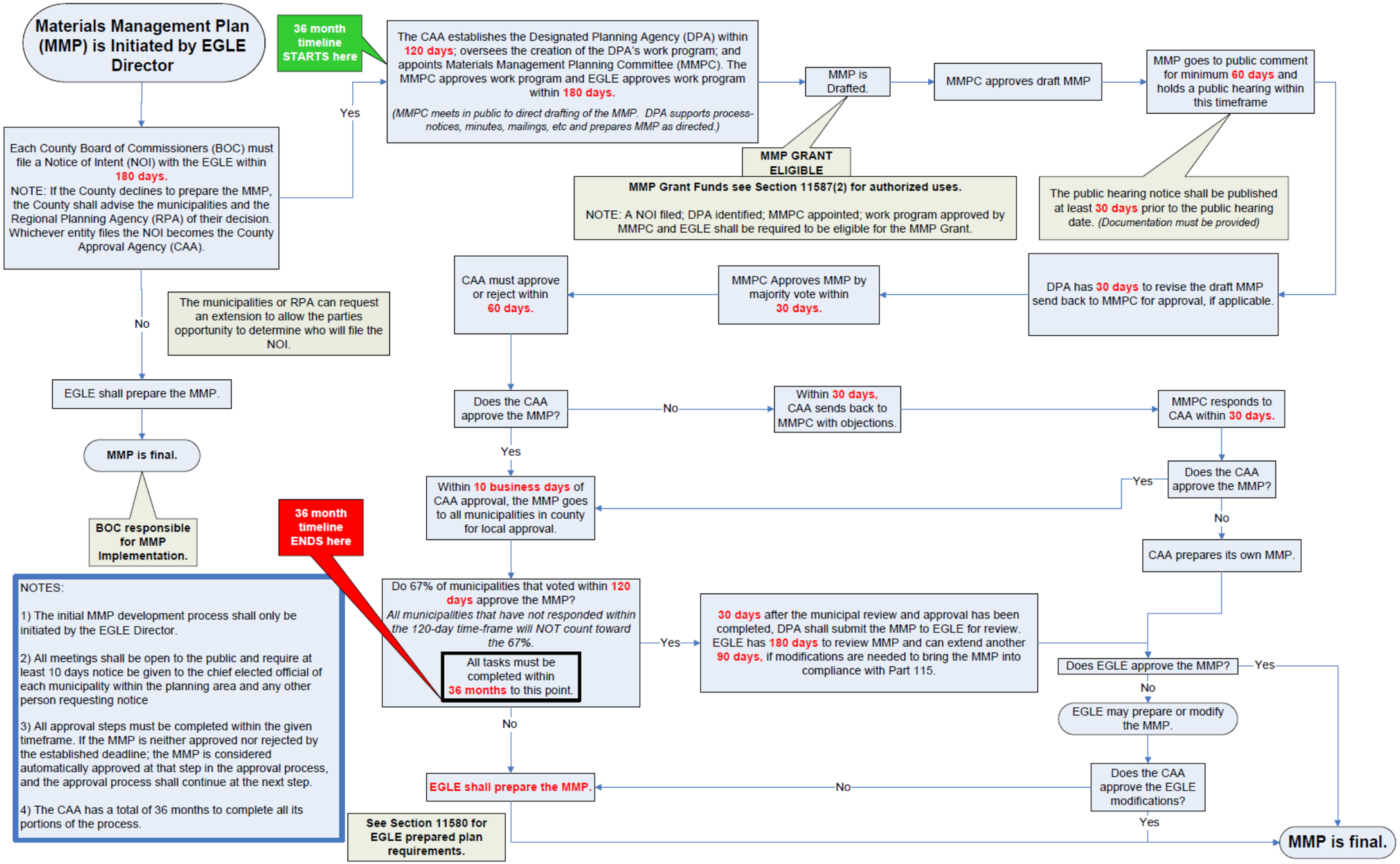
- All meetings shall be open to the public and require at least **10-day** notice be given to the chief elected official of each municipality within the planning area and any other person requesting notice.
- All approval steps must be completed within the given timeframe. If the MMP is neither approved nor rejected by the established deadline, the MMP is considered automatically approved at that step in the approval process, and the approval process shall continue at the next step.
- The CAA has a total of 36 months to complete all its portions of the process.

EGLE PREPARED MATERIALS MANAGEMENT PLAN REQUIREMENTS

- Materials utilization facilities or solid waste processing and transfer facilities are automatically found to be consistent with the MMP if they: (1) are exempt from permit and license requirements; (2) comply with local zoning requirements; and (3) that are identified in the MMP.
- The MMP cannot approve any non-contiguous additional solid waste landfill disposal capacity unless the BOC has shown a demonstrated need (Section 11509(9)).
- The MMP shall require all haulers servicing the planning area, per Part 115, to provide recycling access per the Benchmark Recycling Standard.

An EGLE prepared MMP will not contain a requirement for additional siting criteria or the criterion that the Host Community provides an approval for the development of any facility.

MATERIALS MANAGEMENT PLAN DEVELOPMENT AND APPROVAL



FORMAT FOR PREPARING

MATERIALS MANAGEMENT PLANS

AS REQUIRED BY SUBPART 11, SECTION 11571, OF
PART 115, SOLID WASTE MANAGEMENT, OF
THE NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION ACT
1994 PA 451, AS AMENDED

Gretchen Whitmer, Governor
Phillip D. Roos, Director

Michigan Department of Environment, Great Lakes, and Energy
Materials Management Division

This document is available to download from our website at:
Michigan.gov/EGLEMMP

2024 MATERIALS MANAGEMENT PLAN COVER PAGE

Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, states that the Department of Environment, Great Lakes, and Energy (Department) shall ensure that each county has an approved materials management plan (MMP). Per Section 11574(2), the Department shall prepare the standard format and provide a copy of the standard format to each Designated Planning Agency (DPA) that the Department knows will prepare an MMP. The Department shall also provide the standard format to any other person upon request.

GUIDANCE: *References for specific requirements of Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, are included as sections and subsections. Please see MCL Section 324.11502-324.11506 for a complete list of terms and definitions.*

DATE SUBMITTED TO EGLE:	
EGLE APPROVAL DATE:	

All counties participating in this Plan are listed below and will be referenced throughout this plan as the planning area or county, as applicable.

County A	County D
County B	County E
County C	County F

Designated Planning Agency (DPA) Preparing the Plan:	
Contact Person:	
Title:	
Address:	
Phone:	
E-Mail:	
Website:	
Central Repository Location(s):	

DPA:

SECTION ONE: PLANNING AREA PROFILE

POPULATION

MCL Section 324.11578(1)(l)

Population Density: Include current and projected population densities to demonstrate that the capacity required for managed material will be met.

Table 1-1: Population Density

County	<insert reference year> **Population**	**5-Year Projected Population**

GENERATION

MCL Section 324.11504(22); 11578(1)(c)

Sources of Generation

Identify by type and tonnage all managed material generated in the planning area. "Managed material" means solid waste, diverted waste, or recyclable material. Amounts may be estimated.

Table 1-2: Material Generation

Type	**Annual Tonnage**

INFRASTRUCTURE

MCL Section 324.11578(1)(d), (e), (f)

Materials Management Infrastructure

To the extent practicable, identify and evaluate **current and planned** materials management infrastructure that contributes or will contribute to meeting the materials management needs and goals of the planning area.

Include an inventory of the following:

- Existing disposal areas, including name and address. (See 324.11503(6) for definition of “disposal area.”)
- Existing material utilization facilities, including name and address.. (See 324.11504 (31) for definition of “material utilization facility.”)
- Waste diversion centers for which notification has been given to the department under 324.11521b, including name and address. (See 324.11506(14) for definition of “waste diversion centers.”)
- Materials management collection options available in the planning area (examples: community programs, collection events, haulers, service providers)

DPA:

GUIDANCE: A map of facilities can be found by clicking the following link: Michigan Materials Management Facilities (arcgis.com)

Table 1-3: Materials Management Infrastructure

Name	Address	Description

MUNICIPAL SOLID WASTE RECYCLING RATE

Recycling Rate:
The <insert reference year> MSW Recycling rate is:

The following describes the data used to calculate the planning area's Recycling Rate:

MCL Section 324.11578(1)(k); 324.11504(38)
GUIDANCE: MSW Recycling rate is the amount of municipal solid waste recycled or composted, divided by the amount of municipal solid waste recycled, composted, landfilled, or incinerated.

SECTION TWO: MATERIALS MANAGEMENT GOALS

Goals:
Include measurable, objective, and specific goals for the planning area for solid waste diversion from disposal areas, including, but not limited to, the municipal solid waste recycling rate goal (30 percent recycling rate by 2029; ultimately reaching a 45 percent recycling rate), the benchmark recycling standards, and the material utilization and reduction activities identified by the MMP.

Include an implementation strategy for the county to demonstrate progress toward or meet the materials management goals by the time of the 5-year MMP review. The implementation strategy shall include, but is not limited to, the following:

- How progress will be made to reduce the amount of **organic material** being disposed of, through food waste reduction, composting, and anaerobic digestion.
- How progress will be made to reduce the amount of **recyclable materials** being disposed of, through increased recycling, including expanding convenient access, and recycling at single and multifamily dwellings, businesses, and institutions.
- An MMP may include management plans for debris from environmental damage, for debris from disasters, or for **other materials**, such as construction or demolition waste, not otherwise required to be covered by an MMP. A management plan for debris from disasters in an MMP may include recommendations for

incorporation of disaster debris management plans into municipal, county, or regional emergency management plans.

- A description of how the minimum **access** requirements (i.e. "benchmark recycling standards") will be met. Specify a recommended minimum level of recycling service that incorporates the **access** requirements of the benchmark recycling standards.

  Note: The county or a municipality within the planning area may, through an appropriate enforceable mechanism, require haulers operating in its jurisdiction to provide the recommended level or a different minimum level of recycling service.
- A description of the **resources needed** for meeting the materials management goals and how the development of necessary materials utilization facilities and activities will be promoted.
- Describe the **education and outreach** programs necessary for residents and businesses in the planning area to meet the objectives.
- A **timetable** for implementation.

MCL Section 324.11578(1)(a), (b); 324.11504(38); 324.11502(6)

Goal 1

- Description:
- Resources Needed:
- Education and Outreach Programs:
- Implementation Timetable:

Goal 2

- Description:
- Resources Needed:
- Education and Outreach Programs:
- Implementation Timetable:

GUIDANCE: *MCL Section 324.11502(6) Benchmark Recycling Standards* is a minimum access requirement that requires the following:

By January 1, 2026, at least 90 percent of single-family dwellings in urban areas as identified by the most recent federal decennial census and, by January 1, 2028, at least 90 percent of single-family dwellings in municipalities with more than 5,000 residents have access to curbside recycling that meets all the following criteria:

(i) One or more recyclable materials, as determined by the county's material management plan, that are typically collected through curbside recycling programs, are collected at least twice per month.
(ii) If recyclable materials are not collected separately, the mixed load is delivered to a solid waste processing and transfer facility and the recyclable materials are separated from material to be sent to a solid waste disposal area.
(iii) Recyclable materials collected are delivered to a materials recovery facility that complies with part 115 or are managed appropriately at an out-of-state recycling facility.
(iv) The curbside recycling is provided by the municipality, or the resident has access to curbside recycling by the resident's chosen hauler.

By January 1, 2032, the following additional criteria:

DPA:

(i) In counties with a population of less than 100,000, there is at least 1 drop-off location for each 10,000 residents without access to curbside recycling at their dwelling, and the drop-off location is available at least 24 hours per month. (ii) In counties with a population of 100,000 or more, there is at least 1 drop-off location for each 50,000 residents without access to curbside recycling at their dwelling, and the drop-off location is available at least 24 hours per month.

SECTION THREE: MECHANISMS

Funding and Enforcement Mechanisms:

Describe the enforceable mechanisms by which municipalities/counties in the planning area will ensure convenient recycling access, such as one or more of the following:

- Assignment of the responsibility to the county or an authority.
- A franchise agreement;
- An intergovernmental agreement;
- Municipal service;
- Licensing under an ordinance;
- A public-private partnership.

The MMP may contain a mechanism for the county and municipalities in the planning area to assist the department and the department of state police in conducting the inspection program established in section 324.11526(2) and (3). This subdivision does not preclude the private sector's participation in providing materials management services consistent with the MMP for the planning area.

MCL Section 324.11578(1)(n); 324.11581(1)

GUIDANCE: *MCL Section 324.11581(1)* A municipality or county may fund the implementation of an MMP through any of the following methods, if applicable and to the extent authorized by the mechanism:

- A millage under 1917 PA 298, MCL 123.261.
- A municipal utility service fee.
- Special assessments under 1957 PA 185, MCL 123.731 to 123.786; 1954 PA 188, MCL 41.721 to 41.738; or the township and village public improvement and public service act, 1923 PA 116, MCL 41.411 to 41.419.
- A service provider franchise agreement.
- Hauler licensing fees.
- A voter-approved millage.
- A general fund appropriation.
- Supplemental fees for service.
- A surcharge under section 8a of the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, MCL 124.508a.
- A landfill surcharge.
- A flow control fee structure.
- Any other lawful mechanism.

Table 3-1 Mechanisms

DPA:

Type of Mechanism:	Region/Area Impacted:	Description:

Siting Process:

Include a siting process under section 11579 and a copy of any ordinance, law, rule, or regulation of a municipality, county, or governmental authority within the planning area that applies to the siting process:

MCL Section 324.11578(1)(r), 324.11578(3), 324.11579, 324.11585
GUIDANCE: *324.11578(1)(s)* Take into consideration the MMPs of counties adjacent to the planning area as they relate to the planning area's needs.

SECTION FOUR: ADMINISTRATION

Identify the entity or entities responsible for each of the following and document the appropriateness of the identified entities to carry out their respective responsibilities:

- Implementing the access requirements of the benchmark recycling standards.
- Identifying the materials utilization framework and the achievement of the materials management goals.
- Otherwise monitoring, implementing, and enforcing the MMP and providing any required reports to the department.
- Administering the funding mechanisms that will be used to implement the MMP.

MCL Section 324.11578(1)(p)

Table 4-1: Responsible Entities

Responsibilities	Name/Title/Organization	Qualifications/Authority

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

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DPA:

APPENDICES

- Appendix A: Title
- Appendix B: Title
- Appendix C: Title

MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

Materials Management Plan Requirements

The amendments to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, shift the focus of planning to more productive ways of managing discarded materials in Michigan. Future Materials Management Plans (MMP) are required for each county, once initiated by the Department of Environment, Great Lakes, and Energy (EGLE). The goals of an MMP are, in addition to protecting the environment and public health, to ensure that managed materials (recyclables, organic materials, and solid waste) are sustainably managed to achieve benefits to the economy, communities, and the environment. Further, new MMPs will ensure that all managed materials generated in the planning area are collected and recovered, processed, or disposed at materials management facilities that comply with the law.

Each county will be required to have an MMP and include an implementation plan to achieve goals and identify or create capacity per the new law. These new MMPs will be replacing each county's solid waste management plan.

Please see Subpart 11, starting at Section 11571 of Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, PA 451 of 1994, as amended, for the entire MMP requirements.

Glossary of Terms

Disposal Area – One or more of the following:

- A solid waste processing and transfer facility.
- An MSW incinerator.
- A sanitary landfill.
- Any other waste handling or disposal facility utilized in the disposal of solid waste.

Diverted Waste – Waste that meets all of the following:

- Is generated by households, businesses, or governmental entities.
- Can lawfully be disposed of at a licensed sanitary landfill or municipal solid waste incinerator.
- Is separated from other waste.
- Is one or more of the following:
  - Hazardous material
  - Liquid waste
  - Batteries
  - Pesticides
  - Pharmaceuticals
  - Electronics
  - Light bulbs
  - Sharps
  - Thermostats, switches, thermometers, or other devices that contain elemental mercury
  - Other wastes approved by EGLE that can be readily separated from solid waste for diversion to preferred methods of management and disposal

Managed Materials – Solid waste, diverted waste, or recyclable material, and other materials as determined by the department.

Materials Management Facility (MMF) – Any of the following:

- A disposal area
- A materials utilization facility
- A waste diversion center

Materials Management Goal (MMG) includes measurable, objective, and specific set of goals, for the planning area for solid waste diversion from disposal areas, including, but not limited to, the municipal solid waste recycling rate goal, the benchmark recycling standards, and the material utilization and reduction activities identified by the MMP. These goals that have been determined for a planning area will further be used to demonstrate progress toward material diversion from disposal areas.

Materials Utilization Facility (MUF) – any of the following facilities that do not primarily accept solid waste:

- A materials recovery facility
- An anaerobic digester
- A compost facility
- An innovative technology or practice facility

Planning Area – the geographic area addressed by a materials management plan.

Waste Diversion Center – property or a building, or a portion of property or a building, designated for the purpose of receiving or collecting diverted wastes and not used for residential purposes.

MATERIALS MANAGEMENT PLAN SYNOPSIS

1. Identify **all** materials management facilities and available **capacity**.
2. Focus on **utilization** capacity.
3. Determine a MSW **recycling rate**.
4. Develop **materials management goals** for utilization and recycling.
    - Organics, Recyclables, and other diversion activities
    - Benchmark Recycling Standards
5. Contains an **enforceable mechanism** and responsible parties for implementing the MMP.
6. Ensures materials management facilities that are needed can be **developed** and provides avenue for siting of NEW facilities (MUFs; Waste Diversion Centers; etc.).
    - Includes **local regulations** used in the siting process.
7. Includes an overview of the **transportation** infrastructure for all **managed materials**.
8. Documents an **implementation** strategy.
9. Annual MMP **Grants** and regional funding **Incentives**

MATERIALS MANAGEMENT PLAN SPECIFIC REQUIREMENTS

An MMP shall meet the following requirements:

1. Include measurable, objective, and specific goals for the planning area for solid waste diversion from disposal areas, including, but not limited to, the municipal solid waste recycling rate, the benchmark recycling standards, and the material utilization and reduction activities identified by the MMP.
2. Include an implementation strategy for the county to demonstrate progress toward or meet the materials management goals by the time of the 5-year MMP review under section.
    - How progress will be made to **reduce the amount of organic material** being disposed of, through food waste reduction, composting, and anaerobic digestion.
    - How progress will be made to **reduce the amount of recyclable materials** being disposed of, through increased recycling, including expanding convenient access and recycling at single and multifamily dwellings, businesses, and institutions.
3. A description of the resources needed for meeting the **materials management goals** and how the development of necessary materials utilization facilities and activities will be promoted.
    - A description of how the **benchmark recycling standards** will be met.
    - A timetable for **implementation.**
4. Identify by type and tonnage **all managed material generated** in the planning area, to determine the planning area's managed material capacity need and all managed material that is included in the planning area's materials management goals.
5. Require that a proposed materials management facility meet the requirements of Part 115 and be consistent with the materials management goals.
6. Identify and evaluate current and planned **materials management infrastructure** and **systems** that contribute or will contribute to meeting the materials management goals.
7. Include an **inventory** of the names and addresses of all of the following:
    - Existing disposal areas.
    - Materials utilization facilities.
    - Waste diversion centers.
8. The facilities inventoried shall, at a minimum, include the following information:
    - A summary of deficiencies.
    - The facility latitude and longitude.
    - The estimated facility acreage.
    - A description of the materials managed.
    - The processes for handling materials at the facility.
    - The total authorized capacity of the facility.
9. Identify all **materials management facilities** that **indicated capacity** for the planning area to manage the materials and include a statement that the owner or operator of each facility listed in the MMP has submitted such an acknowledgment to the county. If the submitted

acknowledgments **do not document sufficient capacity** for disposal or utilization of the identified managed materials to reach the MMP's materials management capacity requirements, including the materials management goals, the **MMP shall identify specific strategies**, including a schedule and approach to **develop** and **fund capacity**.

10. Ensure that the **materials management facilities** that are **identified** as necessary to be sited can be developed.
11. Include an **enforceable mechanism** to meet the goals of the MMP and implement the MMP.
12. Calculate the municipal solid waste **recycling rate** for the planning area.
13. Describe the materials management **transportation infrastructure**.
14. Include current and projected **population** densities and identify population centers and centers of managed material generation in the planning area, to demonstrate that the capacity required for managed material is met.
15. Describe the mechanisms by which municipalities in the planning area will ensure convenient **recycling access**, such as 1 or more of the following:
    - Assignment of the responsibility to the county or an authority.
    - A franchise agreement.
    - An intergovernmental agreement.
    - Municipal service.
    - Licensing under an ordinance.
    - A public-private partnership.
16. Specify a recommended minimum level of recycling service that incorporates the access requirements of the benchmark recycling standards.

    The county or municipality within the planning area may, through an appropriate enforceable mechanism, require haulers operating in its jurisdiction to provide the recommended level or a different minimum level of recycling service.
17. Identify the DPA and the **entity** or entities **responsible** for each of the MMP's responsibilities:
18. With respect to **education and outreach** for residents and businesses in the planning area, do both of the following:
    - Provide a strategic plan that identifies roles, responsibilities, funding sources, and methods for persons providing the education and outreach services.
    - Describe the county or regional role in providing continuing recycling education. The recycling education shall include, but is not limited to, providing a recycling guide, in hard copy at select public locations and electronically on a cell phone-friendly website. The recycling guide shall do the following:
      - Identify recycling locations.
      - Identify recyclable materials.
      - Explain how to prepare recyclable materials for collection.
      - Describe other best practices.
      - Include a listed telephone number for additional information.

19. Include a **siting process** and a copy of any ordinance, law, rule, or regulation of a municipality, county, or governmental authority within the planning area that applies to the siting process.
20. Take into consideration the MMPs of counties adjacent to the planning area, as they relate to the planning area's needs.
21. Document all opportunities for participation and involvement of the public, all affected agencies and parties, and the private sector, in the preparation of the MMP.
22. An MMP may include management plans for debris from environmental damage, for debris from **disasters**, or for other materials, such as construction or demolition waste, not otherwise required to be covered by an MMP.
23. If a solid waste **landfill** is **proposed** to be developed in the planning area within **two (2) miles** of a municipality that is located adjacent to the planning area, or if a **solid waste processing and transfer facility** or **materials utilization facility** is **proposed** to be developed in the planning area within **one (1) mile** of such a municipality, both of the following apply:
    - The CAA shall notify the legislative body of the adjacent municipality of the proposed development in writing. The notice shall include a copy of this subsection.
    - The planning committee shall provide the adjacent municipality an opportunity to comment on the proposed development.
24. An MMP shall include a **siting process** with a set of minimum **criteria.**
    - The siting process shall not include siting criteria that are more restrictive than state law, if a materials utilization facility could not be developed anywhere in the planning area under those criteria.
    - A materials utilization facility need not be sited if the CAA or DPA demonstrates to the department that the planning area has available capacity sufficient to address the managed materials identified by the MMP as being generated in the planning area.

Visit Michigan.gov/EGLEMMP or contact EGLE-MMP@Michigan.gov.

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