



Massachusetts Department of Environmental Protection
Sustainable Materials Recovery Program (SMRP)
Mandatory Proposal Outline for
Waste Reduction and Organics Capacity Projects

MassDEP is accepting proposals for local and regional projects that will reduce the volume and/or toxicity of the municipal solid waste stream or create additional organics processing capacity.

Proposals may only be submitted as part of a grant application filed using the Re-TRAC Connect™ system. During the submittal process the applicant will be prompted to attach the proposal. The deadline to file applications and proposals is 11:59 pm on June 14, 2017. MassDEP will only accept proposals submitted via Re-TRAC Connect™. Paper copies sent by mail or fax or electronic files attached to an email will NOT be accepted.

For more information on the SMRP Program including eligibility criteria, terms and conditions, and a list of eligible Waste Reduction and Organics Capacity Projects, visit <http://www.mass.gov/eea/agencies/massdep/recycle/grants/smrp-grants.html>.

Proposals must conform to the format below and include a budget and workplan. Proposals must not exceed 8 pages in length. Resumes of key personnel and letters of support are not included in the 8 page limit.

1. Applicant Name (Name and Title of Person Submitting Proposal, and Name of Organization):

2. Title: Please assign your project a title consisting of 8 words or less.

3. Project Justification/Need: Discuss the problem or need you intend to address through this grant and why the grant is important to your community (or communities). What are the challenges or barriers you are attempting to overcome and how will the project benefit your municipality or the region? Are there any groups that will especially benefit from the project (i.e. limited or non-English speaking residents, multi-family buildings with limited recycling access, etc). Is there a demand for the services being proposed? What are the current unmet needs/gaps in services? What are the inadequacies of the current program, if one exists. Identify any relevant community conditions or assets that will contribute to the success of the project.

4. Project Goals: Describe the project you are proposing in general terms and the amount of MassDEP funds that you are requesting. Discuss what you hope to accomplish with this grant, citing specific goals or desired outcomes (i.e., establish access to monthly HHW collection events for residents; increase recycling participation by 25%, etc.).

5. Work Plan: Using the Task/Milestone template below, identify the major tasks or milestones for your project, who will be involved and the timeframe for completion. Then prepare a work plan narrative that describes the major tasks in more detail, identifies potential challenges or barriers and how they will be resolved, and the role that key personnel will play. The work plan narrative must also include a discussion of how the project or program will be sustained after grant funding ends. If this is a pilot program, describe the steps that will be taken to expand the program based on what is learned.

Work Plan Narrative: _____



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Task/Milestone	Who will be involved? (existing staff, consultant, etc)	Start	Completion
Example: <i>Hold 2 regional meetings to identify priorities for multi-community procurement</i>	<i>Municipal manager from each community; host community to schedule and facilitate meetings</i>	<i>Month 1</i>	<i>Month 3</i>
<i>Hire consultant to draft RFP</i>	<i>Lead municipality will issue RFP; group will determine outcome.</i>	<i>Month 2</i>	<i>Month 3</i>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____

6. Project Evaluation: Describe how you will evaluate or measure the success of the proposed project. What are the indicators of success? How will you measure the degree to which you've achieved your objectives? If appropriate, discuss baseline data available and data collection methodologies. Don't forget to include the cost of evaluation when developing your budget.

7. Key Personnel: Identify the staff person (by name and title) who will serve as the project coordinator and other key personnel such as consultants or subcontractors, if known. Also identify key staff at partner organizations or municipalities if appropriate. Provide a statement of qualifications or resumes for key project personnel as appropriate.

8. Letters of Support or Interest: If the project involves other municipalities or partner organizations, you must provide letters of support that indicate their role, their reason for supporting the project, and what resources they will bring to the project (staff time, services, etc.).

9. Budget and Narrative: Prepare your budget using the table format below. The budget should identify the items or services for which you are requesting funding from MassDEP ("Cost A" column) including personnel, equipment, capital improvement costs, promotion and outreach, etc. In the "Cost B" column, identify matching funds that your organization (or others) will contribute to the project, including "hard match" (cash or equipment) and "soft match" (in-kind services/existing staff), estimating the value of in-kind services or materials to the best of your abilities. Note that grantees must submit a final project report describing the accomplishments, costs and lessons learned. Please budget accordingly. Include a budget narrative, in the space indicated, that explains how the major costs were estimated and why they are justified. For example, a \$10,000 line item for a consultant would include an explanation of the major tasks to be performed, the number of hours per task, and the hourly cost.



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Maximum request is \$100,000 for a waste reduction project, \$250,000 for establishing a permanent household hazardous waste collection center, and \$500,000 for an organics capacity project. Minimum request for all projects is \$10,000.

Budget Narrative: _____

MassDEP Grant Proposal Budget			
Expenses Description	Cost A (Request to DEP)	Cost B (Covered by match)	Total Costs (A + B)
Personnel/Professional Services (additional staff, consultants, contractors, engineers)			
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
Equipment/Capital Improvements			
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
Promotion/Outreach			
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
Other (describe)			
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
	Total Grant Request (sum of A)	Total Matching Funds (sum of B)	Total Project Budget
	_____	_____	_____

IMPORTANT:

Letters of support are required from each municipality participating in the Waste Reduction or Organics Capacity Project application. Attach letters of support as electronic files during the Re-TRAC Connect™ submittal process.