



Massachusetts Department of Environmental Protection Sustainable Materials Recovery Program Certification of Minimum Eligibility Criteria

This document provides guidance and important information needed to apply for assistance through the Sustainable Materials Recovery Program (SMRP). Please review this document carefully before submitting an application. The SMRP application guidelines are now provided for each grant category as a separate “Details” document. All applicants must complete the Certification of Minimum Eligibility section.

Application Deadline: June 14, 2023

Overview

The Sustainable Materials Recovery Program (SMRP) is designed to increase the diversion of materials from the solid waste stream through reuse, recycling, and composting programs, and to decrease the toxicity of the waste stream through household hazardous waste (HHW) diversion and use of environmentally preferred products.

Eligible Applicants:

The following entities are eligible to apply:

- Individual Massachusetts municipalities
- Regional governmental entities with legislative authorization may apply for grants on behalf of their Massachusetts member municipalities and residents. This category of applicants may include regional planning authorities, regional solid waste districts, and regional recycling cooperatives.

Submission Process:

Applications will **only** be accepted via the online reporting tool Re-TRAC Connect™.

- Access Re-TRAC Connect™ using this link: <https://connect.re-trac.com/>
 - ALL municipalities and some solid waste districts have already been assigned Re-TRAC Connect™ accounts. If you have forgotten your login information, contact [Micaela Guglielmi](#).
 - Regional authorities that do not have an account must contact [Micaela Guglielmi](#) no later than two weeks prior to the grant deadline for guidance on establishing a Re-TRAC Connect™ account.

Certification of Minimum Eligibility Criteria:

As a condition for receiving grant funds, grantees must comply with the certification requirements as described below.

1. Annual Notification of Buy Recycled Policy

- The applicant must have a Buy Recycled Policy in place and certify that all purchasing staff are knowledgeable about the policy.
- Department heads and employees with purchasing responsibility must receive an annual notification, from the Mayor, Board of Selectmen, Town Manager, Town Administrator, or Chief Purchasing Officer, reminding them of the municipal Buy Recycled Policy.
- The Buy Recycled Policy itself must be attached to the Notification distributed to department heads and employees with purchasing responsibility.
- The annual notification should include specific language as to why buying products with recycled content supports municipal recycling programs and how this contributes to closing the loop and creating recycling markets. Example language can be found [here](#) under Step 4.
- The applicant will be required to attach a copy of this communication. To be eligible the communication must be within the current fiscal year. Municipalities were encouraged to send out their annual notification of buy recycled policy early in the year and were provided with an option to send proof of notification to Micaela Guglielmi by February 15, 2023. Notifications were reviewed and if approved, attached to the Certification of Minimum Eligibility Criteria. If your Certification is in DRAFT format in Re-TRAC, this requirement has been met as the notification sent prior to February 15, 2023, has been approved.

2. Municipal Recycling Data Reporting

- A municipal applicant must have filed via Re-TRAC Connect™, before a SMRP application is submitted, a completed CY2021 and CY2022 Municipal Recycling and Solid Waste Surveys.
- A municipal applicant with a balance in their RDP funds must have filed via Re-TRAC Connect™,

- before a SMRP application is submitted, a completed CY2022 RDP Spending Report.
- An applicant that is a regional entity must ensure that each municipality supported by the grant application has filed completed CY2021 and CY2022 Municipal Recycling and Solid Waste Surveys and a CY2022 RDP Spending Report.

3. Waste Ban Compliance

- Municipal applicants must demonstrate compliance with MassDEP's waste disposal bans (see Waste Ban [webpage](#)) by certifying that paper, cardboard, bottle and can recycling is available in all municipal buildings including schools or will be within 30 days of award notification.
- Regional entities must certify that paper, cardboard, bottle and can recycling is available in all its offices and meeting spaces.

4. MassDEP Compliance Issues

Outstanding MassDEP compliance issues, including past due required reports will not necessarily disqualify a municipality from receiving an award. However, any such award may be conditioned upon satisfactory resolution of said compliance issue.

5. Authorization to Submit Application

The person submitting the application must certify that they are authorized to apply for grants from the Commonwealth or have notified the appropriate official with such authorization. Once awards have been made, each grantee will enter into a grant agreement with MassDEP which will be signed by the official authorized to accept grants from the state.

Evaluation criteria:

MassDEP is committed to advancing equity, diversity, and environmental justice (EJ) through its public investments. The agency seeks to prioritize the direction of these resources to benefit EJ communities and to address environmental inequities. To that end, MassDEP grant and funding programs include criteria and evaluation parameters that emphasize equity, diversity and environmental justice, consistent with each program's statutory authority and source of funding. Applications will also be evaluated on criteria that may include, but not be limited to:

- Information provided on Recycling and Solid Waste Program Surveys
- Information provided on the grant application
- Demonstrated need and likelihood of success
- Past grant performance including outstanding grant requirements
- Alignment with MassDEP's priorities as outlined in the grant application and MassDEP's Solid Waste Master Plan
- Other criteria as identified in relevant grant categories.

Terms and Conditions:

- Grants awarded by MassDEP to municipalities and regional authorities are administered through a Master Agreement.
- In addition to the Master Agreement, municipalities and regional authorities receiving a grant will be required to sign a Grant Agreement consisting of additional terms and conditions, scope of work and budget. With the exception of the Recycling Dividends Program (RDP), grant awards will be distributed on a reimbursement basis based on actual costs, and terms contained in the Grant Agreement. Reimbursable expenses must be incurred after the application submittal date and after a Grant Agreement contract is fully executed by both parties.
- A detailed explanation of the documentation required for reimbursement is described for each program category. Without the required documentation reimbursement will not be possible.
- **All SMRP Grant Awards are subject to the appropriation of funds.**

Timeline:

- Application release date: April 12, 2023
- Grant Information Webinar: May 10, 2023, from 10am-noon. Register [here](#).

Application Deadline: Application must be received by 11:59pm on June 15, 2023.

For more information on using Re-TRAC Connect™ contact:

Micaela Guglielmi, Micaela.Guglielmi@mass.gov