



# Massachusetts Department of Environmental Protection Sustainable Materials Recovery Program (SMRP) Details: Establishment of a Permanent Household Hazardous Waste Collection Facility

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## **Overview**

MassDEP is offering grants to establish a Permanent Household Hazardous Waste (HHW) Collection Facility. Permanent facilities allow municipalities to collect household hazardous wastes at regular intervals from early spring to late fall resulting in a higher volume of materials collected and greater convenience for residents. Upgrades to existing facilities that provide collection of HHW are also eligible. The facility must serve residents and may also serve small businesses that qualify as a [Very Small Quantity Generator](#) (VSQG) under MassDEP's Hazardous Waste Regulations.

## **Eligible Applicants**

- An individual municipality, or a municipality acting as a lead for a multi-town regional initiative.
- A regional entity such as a solid waste management district, solid waste/recycling cooperative, or a regional planning authority, so long as the entity is recognized as a governmental body under Mass General Law.
- **Reminder to Regional Entities: The Municipal Recycling and Solid Waste survey must be completed for all municipalities served by the project. It is your responsibility to contact municipalities served by this project prior to submitting your application.**

## **Grant Award Amount**

Applicants may request up to \$50,000 for a single municipality and up to \$250,000 for a regional facility. The size of the population served will be considered in determining the award amount, as well as whether access will be granted to small businesses (VSGQs). Awarded funds may be used over a 2-year period. The facility must be open at least one weekend collection day per month, eight months of the year.

## **Application Format**

Applicants must submit a 4-to-8-page proposal that conforms to the SMRP Mandatory Proposal Outline. Download the Mandatory Proposal Outline from MassDEP's website at <http://www.mass.gov/eea/agencies/massdep/recycle/grants/smrp-grants.html>. Use the Mandatory Proposal Outline to prepare your proposal as a stand-alone document in Microsoft Word. You will be prompted to attach the Word document to your online SMRP application via Re-TRAC Connect™. Failure to submit the proposal as part of the SMRP online filing will result in disqualification. Letters of support are required from all municipalities identified as project participants in a regional initiative.

## **Use of Funds**

Funds may be used for equipment, capital costs, outreach/education, HHW handling and management training for municipal staff, professional services (e.g., legal, engineering, design) and new personnel (consultants, contractors or staff that will dedicate additional hours to the project). A maximum of 15% of awarded funds may be used for engineering, design or other non-capital expenditures unless otherwise approved by MassDEP. Funds may *not* be used for the daily management/ operation of existing programs and services (e.g., salaries, capital replacement costs).

Applicants whose projects are accepted for funding will work with MassDEP to develop a Scope of Work. Grant monies are provided on a reimbursement basis. Funds may *not* be used for the daily management/operation of existing programs and services (e.g., salaries, capital replacement costs).

## **Evaluation Criteria:**

Proposals will be evaluated using the criteria found in the Certification of Minimum Eligibility Criteria that all applicants are required to follow. Additional criteria, related to the Establishment of a Household Hazardous

Waste Facility are found below. After reviewing your proposal, MassDEP may ask you to provide additional information to further evaluate the merits of the project.

- **Justification/Need:** The proposal identifies a clear need or problem to be addressed (local, regional, state-wide). Why should the project be funded? What are the unmet needs/gaps in services? What is the demand for these services? How will the project meet that need and/or provide benefits to the applicant and/or the region? Data to support these arguments should be included whenever possible.
- **Feasibility/Work Plan:** The proposal demonstrates a well-conceived approach to accomplishing the project and has sufficient detail to support the work plan. The roles, responsibilities, and qualifications of the applicant, consultants or other partners are clearly identified. The work plan includes discrete milestones and a realistic timeframe for accomplishing them. The applicant has a plan for sustaining the project or program after grant funding ends.
- **Measurement/Evaluation:** The applicant has identified tools or benchmarks for measuring the outcomes or success of the project.
- **Support/Commitment:** Letters of support from project partners demonstrate their commitment to the goals of the projects, their respective role(s), their reasons for supporting it and the contributions (financial or in-kind) they will make towards the project.
- **Budget:** The proposed budget provides sufficient detail and illustrates the applicant's understanding of the resources needed to carry out the project. A budget narrative is included that describes the underlying assumptions used to develop the budget (i.e. how the costs were determined). The resources (financial and in-kind) being contributed by the applicant and its project partners (if any) will increase the likelihood of the project's success.
- **Other criteria may include but not be limited to:** The amount of matching funds, the size of the population being served, and whether small businesses (VSQGs) will be allowed to use the facility.

**The Mandatory Proposal Outline can be found at: <https://www.mass.gov/how-to/apply-for-a-sustainable-materials-recovery-program-smrp-municipal-grant>**

**For questions related to the Establishment of a Permanent HHW Collection Facility Grant, please contact:** Brooke Nash at [brooke.nash@mass.gov](mailto:brooke.nash@mass.gov)