



# Massachusetts Department of Environmental Protection

## Sustainable Materials Recovery Program

### Details: Regional Small-Scale Initiatives

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**Grant Applications Due [June 2, 2025](#), at 11:59 PM ET**

#### **Overview**

This grant will provide funding for the purchase of designated materials and services (“items”) that will sustain existing regional waste reduction programs or facilitate new, low-cost initiatives.

#### **Eligible Applicants**

- This grant is available to regional applicants only, as described in the SMRP [Minimum Eligibility Requirements](#).
- Eligibility is limited to those with a core mission of solid waste and recycling management.

#### **Program Structure**

The potential award amount will be calculated based on the population of the regional group (see table below). The applicant does not enter this amount.

Population	MassDEP Funds
Up to 15,000	\$1,000
15,001 – 25,000	\$1,250
25,001 – 50,000	\$1,500
50,001 and Above	\$2,000

#### **Use of Grant Funds**

Recipients of Small-Scale payments will be required to expend the funds on designated activities and equipment that will enhance the performance of their waste reduction programs in accordance with the Grant Scope of Work. Applicants will choose from a list of Approved Spending Categories; see [Approved Spending Categories](#) for Recycling Dividends Program and Regional Small Scale Initiatives funds. Use of state contracts is encouraged, when possible. Grantees will procure all products and services and then request reimbursement from MassDEP within the fiscal year. Requests for reimbursement must be submitted to MassDEP as per the Grant Checklist that will accompany the award.

#### **Questions**

Please note: This year, MassDEP will be accepting questions via [online form](#). Any questions about the grants AFTER their formal release on April 1 will need to be submitted through this process. The deadline to submit questions will be May 5, 2025, at 5:00 PM ET. Official responses to these questions will be posted to the [SMRP Grant Website](#) no later than May 12, 2025.

# **Attachment 1**

## **Award Checklist**



**Checklist for Regional Small-Scale Initiatives Grant Award**  
**This document contains important grant deadlines and requirements.**

**Instructions for the Regional Contact:**

Note the following deadlines and requirements for this grant:

- ➡ Return the signed Grant Scope of Work via email to MassDEP by January 15, 2026.
- ➡ Do not expend funds for which you intend to seek grant reimbursement until AFTER the Grant Scope of Work has been executed.
- ➡ **All funds must be spent and invoices received by MassDEP no later than June 30, 2026.**

Please sign and email the Grant Scope of Work to [Micaela.Guglielmi@mass.gov](mailto:Micaela.Guglielmi@mass.gov) no later than January 15, 2026.

Acceptable forms of signature are:

1. Traditional “wet signature” (ink on paper, scan, and email).
2. Electronic signature that is either hand drawn using a mouse or finger if working from a touch screen device; or
3. Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign.

**STEP ONE: USE OF GRANT FUNDS**

Please review the list of [Approved Spending Categories](#). Items/activities are listed in the category deemed most appropriate in cases where there is overlap.

**STEP TWO: GRANT SCOPE OF WORK**

The Grant Scope of Work must be **signed by one of the individuals** listed on the Authorized Signatory Listing form, which you have filed with MassDEP. If the person(s) listed on the form has changed (e.g., a new Mayor has been elected), the municipal official with the same title may sign the Grant Scope of Work and a new Authorized Signatory Listing form **IS NOT REQUIRED**.

Contact [Micaela.Guglielmi@mass.gov](mailto:Micaela.Guglielmi@mass.gov) with any questions.

**Attachment 2**

**Grant Scope of Work**

**(Template)**

**GRANT SCOPE OF WORK  
BETWEEN THE COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF ENVIRONMENTAL PROTECTION ("MassDEP")  
AND THE «OrgName» ("Grantee")**

Pursuant to the Green Communities Act, relevant provisions of which are codified at M.G.L. c. 25A, Section 11F(d) and the regulations promulgated thereunder at 310 CMR 19.300 and in support of the Massachusetts Solid Waste Master Plan developed pursuant to M.G.L. c. 16, Section 21, MassDEP has awarded the «OrgName» a Sustainable Materials Recovery Program Grant for Regional Small Scale Initiatives ("Grant") valued at up to \$«Amt\_Awarded». The Grantee shall comply with the specific terms and conditions described below in the performance of the Grant. MassDEP and Grantee shall collectively be referred to as the Parties.

**Duration of the Grant:** This grant shall expire on **June 30, 2026**. Invoicing and reporting deadlines are described below.

**RESPONSIBILITIES OF THE GRANTEE**

1. Authority: The signatory of this Grant Scope of Work is authorized by the governing body of the Grantee to enter into this Grant Scope of Work on behalf of the Grantee and accept and utilize this Grant.
2. Commonwealth Terms and Conditions: The Grantee shall comply with the Commonwealth Terms and Conditions and other requirements set forth in the Grantee's executed Master Service Agreement.
3. Failure to Comply: If, in the judgment of MassDEP, the Grantee fails to comply with any of its responsibilities identified in this Grant Scope of Work, then, at the election of MassDEP, (a) the Grantee shall repay the Grant funds to MassDEP within 90 days; and/or (b) title to all Grant materials purchased with these Grant funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find the Grantee not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years. MassDEP may provide written notice to the Grantee of any such failure to comply. Such notice may provide a time period and manner for the Grantee to cease or remedy the failure. Such notice from MassDEP of any such failure by the Grantee is not a precondition to MassDEP's right to select options (a), (b), (c) and/or (d) above. The Grantee shall follow the instructions of MassDEP regarding possession of the Grant materials. The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, the Grantee shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.
4. Recycling in Practice: The Grantee has established paper, bottle, and can recycling in all regional buildings, offices and meeting spaces, including schools. The grantee shall continue such paper, bottle and can recycling during the term of the Grant.
5. Notification of Buy Recycled Policy: The Grantee has established a written policy which promotes a preference for the purchase of recycled products in lieu of non-recycled products and distributes an annual notification of the Buy Recycled Policy to all staff, department heads, and employees with purchasing authority. This notice should include specific language encouraging the purchase of recycled products as it supports municipal recycling collection programs, recycling markets, and supports closed loop recycling. The Grantee shall continue to send an annual notification during the term of the Grant.
6. Use of Grant Funds: Regional Small Scale Initiative funding can be utilized on the list of MassDEP's [Approved Spending Categories](#).
7. Procurement: The Grantee is responsible for all aspects of the procurement process. Grantees are encouraged to purchase equipment from State Contracts whenever possible. Environmentally Preferred Products purchased under this Grant must be purchased from [Massachusetts State Contract FAC118 for Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies](#).
8. Invoicing: All Grant funds are disbursed on a reimbursement basis only. The Grantee shall submit one request for reimbursement, no later than **June 30, 2026**, to MassDEP for approved expenditures accompanied by the following documentation:
  - a. Proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price, extended price and shipping costs if any. Pro forma invoice and quotes are not proof of purchase; and
  - b. Digital photograph(s) of the installed equipment, if equipment is purchased (e.g., public space container,

universal waste shed).

- c. If the Grantee has not submitted a request for reimbursement on or before June 30, 2026, the Grantee forfeits the Grant award.

9. Publicity and Outreach: Custom outreach materials and all publicity tools (i.e., press releases, media advisories, etc.) issued by the Grantee in conjunction with or as a result of this Grant shall be printed double-sided on 30% post-consumer recycled paper. MassDEP shall retain the right to utilize and disseminate all printed outreach materials and publicity tools and artwork produced by the Grantee or the Grantee's contractor as a result of this Grant. Upon request, the Grantee shall provide MassDEP with copies of all outreach materials and publicity tools developed (in hard copy and an editable electronic format).
10. Environmental Compliance: The Grantee understands receipt of a grant from MassDEP does not in any way imply that the Grantee is in compliance with applicable environmental regulations. This Grant Scope of Work shall not be construed as, nor operate as, relieving the Grantee or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. The Grantee's facilities are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations will result in formal enforcement actions, including penalties.
11. Addendums: Should MassDEP award additional Grant funds, an addendum to the Grant Scope of Work shall be provided to the Grantee. The same terms and conditions apply to the addendum.

IN WITNESS WHEREOF, MassDEP and the Grantee hereby execute this Grant Scope of Work.

**COMMONWEALTH OF MASSACHUSETTS**

By: \_\_\_\_\_  
John Fischer, Deputy Division Director, Solid Waste  
Department of Environmental Protection

\_\_\_\_\_  
(Date)

«**OrgName**»

Municipal Official(s) Authorized to sign: «**Position\_Authorized\_to\_sign**»

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)