



Massachusetts Department of Environmental Protection

Sustainable Materials Recovery Program

Details: Waste Reduction / Organics Capacity / and Household Hazardous Waste Facility Projects

Grant Applications Due June 2, 2025, at 11:59 PM ET

Overview

MassDEP is offering grants for local and regional projects in three categories: Waste Reduction, Organics Capacity, and Permanent Household Hazardous Waste collection facilities. Proposals will be accepted from individual municipalities, a municipality acting as a lead for a multi-municipality regional initiative, or a regional governmental entity established by legislative authorization. Projects must serve one or more of the following: residents, businesses, public agencies, schools/institutions, environmental justice (EJ) populations, or some combination thereof.

Eligible Applicants

- An individual municipality, or a municipality acting as a lead for a multi-municipality regional initiative.
- A regional entity as described in the SMRP [Minimum Eligibility Requirements](#). **Note: The 2024 Recycling and Solid Waste survey must be completed for all municipalities served by the project, prior to submitting a regional application.**

Program Structure

Applicants must submit a 4-to-8-page proposal that conforms to the [Mandatory Proposal Outline](#) for Waste Reduction, Organics Capacity, and Household Hazardous Waste Projects. Download and 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.

Applicants MUST use the [Mandatory Proposal Outline](#).

Use of Grant Funds

Please review the following details for more information about each of these grant categories.

Waste Reduction Projects (WRP) are initiatives that will expand the scope or effectiveness of reuse, recycling, composting, or household hazardous waste programs. Grants range from \$20,000 to \$100,000. Requests for less than \$20,000 will NOT be accepted. Funds may be used for equipment, capital costs, outreach/education, professional services (e.g., engineering, design) and new personnel (e.g., consultants, contractors or staff that will dedicate additional hours to the project). Awarded projects must generally be completed within two years of the grant agreement execution date. Waste Reduction Projects that are eligible for funding include:

- Expansion or start-up of **regional centers** for reuse and recycling of source-separated recoverable materials.
- Innovative projects to reuse and recycle **bulky items** (e.g., furniture, sinks, toilets, bulky rigid plastics).
- Projects focusing on expanded materials reuse and/or repair to extend the useful life of **products or packaging**, including:
 - Programs to advance **building materials** reuse and deconstruction (e.g., workforce/contractor deconstruction training, building materials reuse centers, resident repair workshops, local reuse ordinance, permitting incentives); or
 - Initiatives that enable the reduction of **single use** plastics and packaging.
- Programs to recover target materials including film plastics, building materials, furniture, wood, bulky rigid plastics, or other difficult-to-recycle materials.
- Municipal program expansion to underserved populations (e.g., public housing, mobile home parks, apartments, condominiums, disabled residents, and those without personal transportation). Program must address reuse, recycling, or Household Hazardous Waste (HHW) services.
- Innovative education, outreach, and enforcement strategies to increase public participation in reuse, recycling, composting, and waste reduction programs (e.g., including targeted initiatives in EJ populations).

- Expansion or start-up of public space and/or event recycling that will serve large gatherings on an ongoing basis (e.g., farmers' markets).
- Explore opportunities for regional Pay-As-You-Throw (PAYT) programs to maximize waste reduction and enable consistency within a region.

Organics Capacity Projects (OCP) refer to new or expanded facilities to manage source separated food waste (organics) through animal feed, composting, anaerobic digestion, or other diversion technology. Grants range from \$20,000 to \$250,000. At least 85% of funds requested must be used for capital costs (e.g., equipment, site improvements, facility construction). Not more than 15% of requested funds may be used for non-capital expenses, including professional services (e.g., engineering, design) and project management (e.g., consultants or contractors hired specifically for the project). Proposals for feasibility studies are NOT eligible. Awarded projects must generally be completed within two years of the grant agreement execution date. Organics Capacity Projects that are eligible for funding include:

- Expansion of existing leaf and yard waste composting operations to include source separated food waste.
- New equipment or operations that will process source separated organics (including slurring, decontamination, anaerobic digestion, and/or composting).
- Improving the efficiency of an existing operation that handles source separated food waste.
- Organics collection programs serving commercial generators that are operated or managed by the municipality.

Permanent Household Hazardous Waste Facility (HHW) is the establishment of a permanent collection facility that allows municipalities to collect household hazardous wastes at regular intervals from early spring to late fall resulting in a higher volume of materials collected at a 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](#). Applicants seeking funds to establish a regional permanent HHW collection center may request up to \$250,000 over 2 years; an individual municipality may request up to \$50,000. The facility must be open at least one weekend collection day per month, eight months of the year. A maximum of 15% of awarded funds may be used for engineering, design, or other non-capital expenditures, unless otherwise approved by MassDEP. Awarded projects must generally be completed within two years of the grant agreement execution date.

Evaluation Criteria

In addition to the [minimum eligibility criteria and the evaluation criteria applicable to all SMRP grant programs](#), the following factors will be considered as part of the evaluation process. After reviewing a proposal, MassDEP may ask the applicant 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? Does the project align with MassDEP's priorities as identified in the application and/or [Solid Waste Master Plan](#)? 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 benchmarks, data or other means 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 toward 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 evaluation criteria may include but not be limited to:** The amount of matching funds, the municipality's balance of Recycling Dividends Program (RDP) funds, its location in or proximity to an EJ population, the potential for the project to serve as a model, the size of the population being served, and existing ordinances or bylaws that will support the project.

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

Mandatory Proposal

Outline



Massachusetts Department of Environmental Protection

Sustainable Materials Recovery Program

Mandatory Proposal Outline: Waste Reduction / Organics Capacity / and Household Hazardous Waste Facility Projects

Grant Applications Due June 2, 2025, at 11:59 PM

MassDEP is accepting proposals for local and regional projects in three categories: Waste Reduction, Organics Capacity, and Permanent Household Hazardous Waste (HHW) collection facilities. For more information on the Sustainable Materials Recovery Program (SMRP) Grant Program, including eligibility criteria, terms, and conditions, and a list of eligible waste reduction, organics capacity, and household hazardous waste facility projects, visit: www.mass.gov/how-to/apply-for-a-sustainable-materials-recovery-program-smrp-municipal-grant.

Proposals may only be submitted as part of a grant application filed using the [Re-TRAC Connect™](#) platform. During the submittal process the applicant will be prompted to attach this proposal. The deadline to file applications and proposals is 11:59 PM on June 2, 2025. Paper copies sent by mail or fax, or electronic files attached to an email will NOT be accepted.

Proposals must conform to the format below and include a budget and workplan. Proposals should be at least 4 pages but 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 the proposal and name of organization.

Click or tap here to enter text.

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

Click or tap here to enter text.

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. For a Permanent Household Hazardous Waste Collection Facility, indicate whether the proposed facility is in your municipality or whether your municipality is participating in a regional effort. Identify where the facility will be sited and other municipalities and/or entities that will be included in the regional effort.

Click or tap here to enter text.

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 (e.g., establish access to monthly HHW collection events for residents; increase recycling participation by 25%, etc.).

Click or tap here to enter text.

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 (e.g., how a HHW facility will be staffed and how costs will be shared among municipalities). If this is a pilot program, describe the steps that will be taken to expand the program based on what is learned.

Task/Milestone	Who will be involved? (Existing staff, consultant, etc.)	Start	Completion
Example 1: <i>Develop and execute inter-municipal memorandum of agreement for participating municipalities</i>	<i>Municipal manager from each community</i>	<i>Month 1</i>	<i>Month 3</i>
Example 2: <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>
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Work Plan Narrative:

Click or tap here to enter text.

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.

Click or tap here to enter text.

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.

Click or tap here to enter text.

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.). Attach letters of support as electronic files during the Re-TRAC Connect™ submittal process.

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 cash or equipment and 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 below, 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.

Note: Maximum request is \$100,000 for a waste reduction project, \$250,000 for a organics capacity project, and \$250,000 for establishing a regional permanent household hazardous waste collection facility. Minimum request for all projects is \$20,000.

Budget Narrative:

Click or tap here to enter text.

Budget Table:

Expenses Description	Cost A (Request to DEP)	Cost B (Covered by Match)	Total Cost (A + B)
Personnel/Professional Services (additional staff, consultant, contractors, engineers)			
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	Total Grant Request Sum of A	Total Matching Funds Sum of B	Total Project Budget
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End of Form

Attachment 2

Grant Scope of Work

(Template)

SIGN AND RETURN THIS DOCUMENT TO MASSDEP VIA EMAIL

**GRANT SCOPE OF WORK
BETWEEN THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF ENVIRONMENTAL PROTECTION ("MassDEP")
AND THE GRANTEE NAME ("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 GRANTEE NAME ("Grantee") a Sustainable Materials Recovery Program Grant ("Grant") for the "TITLE OF PROJECT" valued at up to AMOUNT ("Grant"). The Grantee shall comply with the specific terms and conditions described below in the performance of the Grant and in the attached Scope of Work. MassDEP and Grantee shall collectively be referred to as the Parties.

Duration of the Grant: The term of this grant DEADLINE (TWO YEARS)

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 Agreement.
3. Failure to Comply: If, in the judgment of MassDEP, the Grantee fails to comply with any of its responsibilities as identified in the Grant Scope of Work, then, at the election of MassDEP, (a) the Grantee may be deemed ineligible to participate for what time remains of the Grant period; 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; and/or (d) the Grantee shall repay the Grant funds to MassDEP within 90 days. 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 (e.g., collection container). 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 municipal 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, ordinance or by-law to all staff, department heads and employees with purchasing authority. This notice shall be sent from the Mayor, Board of Selectmen, Town Manager, Town Administrator or Chief Purchasing Officer and highlights specific opportunities to buy recycled products, the benefits of buying recycled products, and encourages the purchase of these products. The Grantee shall continue to send an annual notification during the term of the Grant.
6. Invoicing: All Grant funds are disbursed on a reimbursement basis. The Grantee shall submit requests for reimbursement to MassDEP for approved expenditures not more than monthly and not less than quarterly. Invoices must be submitted by July 31 for expenditures made in the prior fiscal year ending June 30. Requests for reimbursement shall be accompanied by supporting documentation when appropriate, i.e., proof of purchase in the form of an invoice which lists the vendor name and address, items or services purchased, or subcontractor costs. Reimbursements are contingent on successful completion of tasks. Documentation demonstrating the Grantee's matching obligation has been met, as outlined in the Scope of Work, must also be submitted. Final request for reimbursement must be received no later than DATE unless otherwise approved by MassDEP.
7. Reporting: Grantee shall communicate on a regular basis with the MassDEP project manager, STAFF NAME(s) AND EMAIL(s), to keep them apprised of the work performed pursuant to the Grant. At the conclusion of the project, and no later than INSERT DATE, Grantee shall submit a final report to MassDEP that describes the work

and deliverables completed, challenges and lessons learned, and recommendations on next steps, if appropriate. In addition, Grantee will file an annual Recycling and Solid Waste survey by February 15, via ReTrac, for the duration of this Grant. Failure to comply with this reporting requirement may jeopardize future grant awards.

8. Publicity and Outreach:

- a. All outreach materials and publicity tools (i.e., press releases, media advisories, education materials, etc.) issued by the Grantee in conjunction with or as a result of this Grant shall include the following language: "This project is funded in part by a grant from the MassDEP".
- b. 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. The Grantee shall provide MassDEP with copies of all outreach materials and publicity tools developed (in an editable electronic format).
- c. The Grantee should be prepared to provide a public presentation on the results or findings of the Grant at the request of MassDEP.

9. 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 facility(ies) are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations may result in formal enforcement actions, including penalties.

10. 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 (Date)
Department of Environmental Protection

«**OrgName**»

Municipal Official(s) Authorized to sign: «**Position_Authorized_to_sign**»

By: _____
(Signature) (Date)

(Print Name) (Title)