



Massachusetts Department of Environmental Protection

Sustainable Materials Recovery Program

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

Grant Applications Due June 12, 2024, at 11:59 PM

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-town 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 communities, or some combination thereof.

Applicants are STRONGLY encouraged to contact MassDEP to discuss proposals prior to submittal.

Eligible Applicants

- An individual municipality, or a municipality acting as a lead for a multi-town regional initiative.
- A regional entity as described in the SMRP [Minimum Eligibility Requirements](#). **Note: The 2023 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 are strongly encouraged to discuss their project ideas with MassDEP staff prior to developing a grant proposal (see specific MassDEP contacts below).

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 material 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 divert 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 Environmental Justice (EJ) communities).
- Expansion or start-up of public space and/or event recycling that will serve large gatherings on an ongoing basis (e.g., farmer's markets).

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](#), the following factors will be considered as part of the evaluation process. 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? Does the project align with MassDEP 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 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 evaluation criteria may include but not be limited to:** The amount of matching funds, the municipality(ies) balance of Recycling Dividends Program (RDP) funds, its location in or proximity to an environmental justice community, 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.

MassDEP Contacts

- Kathi Mirza, Waste Reduction Projects, Kathi.Mirza@mass.gov
- John Fischer, Organics Capacity Projects, John.Fischer@mass.gov
- Gail Sowerder Garron, Permanent Household Hazardous Waste Facility Projects, Gail.Garron@mass.gov