

**Massachusetts Department of Environmental Protection  
Household Hazardous Waste Collection (HHWC) Grant 2026 Guidelines**

**I. Introduction and Background**

The Massachusetts Department of Environmental Protection (MassDEP) seeks to provide grants to private entities for the establishment of permanent centers and other projects involving the collection and management of household hazardous waste (HHW) in Massachusetts that will create increased opportunities for residents and small businesses to divert HHW from the waste stream.

The *2030 Massachusetts Solid Waste Master Plan* sets a goal reduce the toxicity of the waste stream by increasing the availability of household hazardous waste collection programs.

MassDEP’s authority to issue and award these grants is conferred pursuant to M.G.L. c.25A § 11F(d), 310 CMR 19.303(2)(b) and the Declaration of Trust for the Sustainable Materials Recovery Program Expendable Trust. Article 2.1 of the Declaration of Trust allows for trust funds to be used for grants to public and private entities to enhance waste reduction and recycling programs.

**Funding**

The HHWC 2026 grant intends to assist private organizations in Massachusetts with initiatives that promote collection and proper management of HHW. The focus of this grant is to provide funding for the establishment and expansion of HHW collection projects (operations that accept, sort and process hazardous household products for recycling and safe disposal).

The minimum grant award for 2026 HHWC grant is \$50,000 and the maximum grant award per applicant is \$750,000.

**II. Procurement Schedule**

Application opens, and formal question period begins. All questions must be submitted in writing to Lillian Zemba at <a href="mailto:Lillian.Zemba@mass.gov">Lillian.Zemba@mass.gov</a>	June 22, 2026
Deadline for questions	July 15, 2026 (11:59 p.m. ET)
Answers posted to website	July 22, 2026
Application deadline	August 7, 2026 (11:59 p.m. ET)
Award finalists announced	September 18, 2026
Anticipated Grant Contracts executed (pending agreement on grant scope and contract)	October 23, 2026

### III. Eligibility Requirements

Applicants must meet all eligibility requirements to be considered for an award. These requirements are specific to this grant application and may vary from other applications. Please review the requirements carefully, as ineligible applications will be disqualified and will not be evaluated. MassDEP may request clarification or additional information from an applicant to determine eligibility. The Commonwealth makes no guarantee that any grants will be awarded to any applicant. In addition, MassDEP may issue partial grant awards based on multiple factors including, but not limited to, evaluation and scoring of applications, the total number of applications and funding requests received, and funding availability.

#### Applicant Requirements

- Applicants must have a location in Massachusetts at the time of contracting and all grant awards shall provide a direct, measurable economic benefit to Massachusetts. Any equipment funded by MassDEP must be used exclusively in Massachusetts and must remain in the state and be used for its funded purpose.
- Applicants must be a company or corporation (for-profit or non-profit) properly licensed to do business in the Commonwealth at the time of contracting, including being registered with the Secretary of State's office.
- Project timeline shall not exceed 24 months from the date of contract signing (purchase of equipment within 18 months, performance within following 18 months). A minimum financial match of 25% is required (e.g., the minimum applicant match amount for a \$100,000 grant request would be \$25,000). These must be direct contributions from the applicant, exclusive of other state or federal grants or loans. The matching contribution must be for eligible expenses as defined. Larger match amounts will be viewed favorably for grant evaluation purposes.

#### Material Requirements

The HHWC grant is available for operations that accept, sort and process a comprehensive range of hazardous household products for recycling and safe disposal.

#### Use of Grant Funds

Eligible grant-funded costs include equipment or other capital costs for establishment of HHW collection operations that regularly accept a comprehensive range of materials from Massachusetts residents.

**Eligible** activities include but are not limited to:

- Site preparation, utility work, and construction or renovation of a permanent HHW center building, pad, canopy, or enclosed storage area.

- Permanent storage units, lockers, sheds, segregated containment systems, spill control, ventilation, security systems, and fire suppression systems.
- Loading, material handling, and traffic management equipment, including carts, pallet jacks, forklifts, scales, bollards, and signage.
- Equipment that supports collection, sorting, bulking, packaging, labeling, and temporary accumulation consistent with applicable requirements.
- Capital equipment and furnishings for a reuse or swap area for products that can legally and safely be redistributed, where allowed by program rules and operating procedures.

**Ineligible** activities and expenses include:

- Operation and maintenance costs associated with the proposed grant investment.
- Costs associated with obtaining MassDEP or other permits.
- Feasibility studies, engineering design, or pre-planning activities.
- Costs incurred prior to a grant contract being executed.
- Staff or consultant time.

#### IV. Evaluation Criteria

Applicants must meet the grant eligibility requirements to be considered for evaluation and review. MassDEP will evaluate applications based on the following 10 criteria and will be scored on a scale with a total of 50 points:

##### **Project Description and Operation (up to 5 points)**

- How well does the proponent describe the project and expected benefits of the project?
- Are goals clearly identified?
- Is the proposed operation/activity explained in sufficient detail?
- Are existing market conditions described adequately?
- Does the proponent have capacity to meet the proposal's goals?

##### **Growth/Market Impact (up to 5 points)**

- How well does the proponent quantify the amount of activity that will result from the use of grant funds?
- Will cost of drop off for the consumer be low enough to encourage participation?
- Will services offered increase access and frequency of HHW collection?
- Did the applicant outline what communities or groups the center will serve?

##### **Timeline (up to 5 points)**

- Do the major milestones seem reasonable and achievable?

- Did the applicant include estimated dates for each step of the grant-funded activities such as when grant-funded equipment would be ordered, delivered and operational and/or the dates when phases of deliverables, such as reports, would be completed?
- Is the project timeline realistic and can the project be completed within the 24-month grant period?

**Qualifications (up to 5 points)**

- Does the applicant include materials detailing the relevant experience, qualifications and skills of the applicant organization and the principals that will be involved in the grant-funded activity?
- Do the levels of experience and qualifications demonstrate the ability to effectively implement and grow the project?
- If applicable, has the applicant successfully implemented similar past grant awards from MassDEP?
- What is the applicant's environmental compliance history?

**Feasibility (up to 5 points)**

- Does the applicant provide the status of any required approval(s) or authorization(s) of the proposed activity by state or local authorities, including any appropriate documentation?
- Are there any barriers or additional steps required for the project to proceed and might these prevent the successful implementation of a grant-funded project?
- How likely is it that the proposal will accomplish the projected results?

**Safety (up to 5 points)**

- Does the applicant provide relevant information regarding how materials will be handled to ensure safety of employees and members of the public?
- Does the applicant have emergency response protocols in place?
- How will the applicant prevent unaccepted materials from being accepted?

**Markets (up to 5 points)**

- How will the project expand or increase availability of HHW collection?
- Did the applicant identify the communities that their HHW collection will serve?

**Investment Justification/Sustainability (up to 5 points)**

- How will the applicant sustain the project after the grant ends?
- How important is HHWC grant funding in the execution of the proposed activity?

- Does the applicant identify revenues from applicable tip fees or other revenue sources, capital expenses, operating costs, projected profit margins, etc.?
- How will the applicant withstand economic and technical challenges?
- Did the applicant complete the pro-forma statement?

**Budget/Financial Leverage (5 points):**

- Is the proposed budget well outlined?
- Do anticipated costs appear reasonable and within the scope of the proposed project?
- Does the applicant have any finances or resources that the grant will help leverage from outside sources (for example, private entities such as trade associations or banks and public entities such as federal or state government); financial support (such as matching contributions, loans or grants); and, in-kind support (such as feedstock, labor, property, etc.)?

**Disadvantaged Communities Investments (up to 5 points)**

- How will the applicant support and engage with Disadvantaged Communities?
- Will this project expand HHW collection and management access to Disadvantaged Communities?

**Disadvantaged Communities Investments**

MassDEP is committed to supporting Disadvantaged Communities through its public investments. The agency seeks to prioritize the direction of these resources to benefit communities defined as Disadvantaged Communities and to address environmental inequities.

Therefore, this Grant Opportunity will prioritize proposals that directly benefit communities designated as a Disadvantaged Community, and that fall within one of three Affordability Tiers following a system first utilized by the Massachusetts Clean Water Trust and the State Revolving Fund. A “Disadvantaged Community” is a community that falls into one of the three tiers using an affordability calculation based on the State’s **“Adjusted Per Capita Income”** ( $Per\ Capita\ Income * Employment\ Rate * Population\ Change\ (2020/2010) = APCI$ ). The State’s Adjusted Per Capita Income for the purposes of this solicitation is **\$53,549.85**, from FY25, the most recent year data is currently available.

**Tier 1:** Communities with APCI more than 80% but less than 100% of the State’s APCI.

**Tier 2:** Communities with APCI more than 60% but less than 80% of the State’s APCI.

**Tier 3:** Communities with APCI less than 60% of the State’s APCI.

The calculations may be viewed online here: [FY25 Disadvantaged Communities Affordability Calculations | Mass.gov](#)

## V. Grant Conditions

If awarded, specific terms and conditions will be outlined in the grant scope and contract.

### Grant Reimbursement

- Success will be measured primarily by whether the grantee meets its goals and milestones as specified in the application and grant agreement. **Therefore, applicants should propose goals that are realistic, accurate, and achievable.** MassDEP reserves the right to require the grantee to refund, in whole or in part, the grant funds if MassDEP determines that the grantee's success and level of effort is not satisfactory, or if the grantee moves the operation outside of Massachusetts within 3 years of receiving the grant.
- Grant payments will be made on a **reimbursement basis** based on completion of 3 tasks (Task 1 for equipment purchase and installation, Task 2 for performance-based payments and Task 3 for final reporting).
- All final requests for reimbursement must be received within 30 days of the contract end date or all remaining grant funds will be forfeited.
- Requests for reimbursement must include proof that funds were spent on the budgeted items and include a copy of the paid receipt for the purchased equipment under the grant project. **Purchases made before a grant contract is signed by MassDEP and the grant recipient will not be reimbursed.** MassDEP will notify any entities of receiving a grant award when it is acceptable to purchase grant-funded equipment. **Awarded entities should not purchase any grant-funded equipment prior to receiving email confirmation from MassDEP.** In this context, “purchase” includes paying for equipment or receiving delivery of equipment. Any vendor invoice for grant-funded equipment should be dated after the contract start date.
- **Final 10% of Grant Funds** –The final 10% of grant funds will be held until an approved final report, in a format approved by MassDEP, has been received by MassDEP. The report and final request for reimbursement must be received within **30 days of the** end date of the contractor all remaining grant funds may be forfeited.

### Publications

All documents and publications associated with a grant agreement must be submitted to MassDEP in electronic format in Microsoft Word/Excel or as a PDF file.

### Site Visit

MassDEP staff reserves the right to visit awarded applicants during and/or after the grant period.

## Ownership of Equipment or Other Resources Paid for with Grant Funds

Equipment or other resources paid for with grant funds shall be owned and maintained solely by the Grantee, unless otherwise negotiated between MassDEP and the Grantee pursuant to a Grant Award Contract

## Total Anticipated Duration of Grant

The grant duration will be 24 months from contract signing. MassDEP reserves the right, in its discretion, to extend a grant's duration for the purposes of performance completion, consistent with the terms of the grant award contract and the Trust.

## VI. How to Apply

MassDEP will be accepting applications online only. Applicants shall complete and submit the complete application posted on the MassDEP website. The online application includes:

**Applicant Information:** includes name of entity, registration with secretary of state, FEIN number, facility address, mailing address and contact information.

**Material, Activity and Matching requirement:** includes (1) types of activity, (2) types of materials to be accepted and (3) amount of grant funds being requested, and (4) matching funds amount that should come directly from the applicant. A minimum financial match of 25% is required (e.g., the minimum applicant match amount for a \$100,000 grant request would be \$25,000).

**Narrative Scoring Component:** Applicants must provide written responses to the 10 evaluation criteria (please see section III Evaluation Criteria). In this section of the application, applicants have limited characters in which to respond but may submit a longer response as an attachment. For timeline, pro-forma and budget, applicants should utilize the tables provided below and submit along with a completed application.

***The deadline to submit a complete application is (11:59 p.m. ET). Submission of an application or parts of an application will not be considered after the deadline unless specifically requested by MassDEP.***

### Sample Project Timeline:

Tasks	Estimated Completion Date
Establish grant agreement and contract with MassDEP	
Receive all local government approvals	X number of weeks/months after contract execution
Complete all required MassDEP permitting	X number of weeks/months after contract execution

Order equipment for project	X number of weeks/months after contract execution
Install equipment	X number of weeks/months after contract execution
Task 1- Invoice to MassDEP for grant-funded portion of equipment cost	X number of weeks/months after contract execution
Task 2- Begin full operation and processing materials	X number of weeks/months after contract execution
Task 3- (10% retainer invoice) & report	X number of weeks/months after contract execution
Submit final project report to MassDEP	X number of weeks/months after contract execution

**Sample pro-forma:**

The pro-forma statement should provide estimated revenues and costs anticipated for the ongoing operation to demonstrate the sustainability of the grant-funded project.

<b>REVENUE</b>	<b>Year 1 (2027)</b>	<b>Year 2 (2028)</b>	<b>Year 3 (2029)</b>
(add line-item description)			
(add additional line item as needed)			
<b>Net Total (+)</b>			
<b>COSTS</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
(add operating costs, cost of sales, etc.)			
(add additional line item as needed)			
<b>Net Cost (-)</b>			
Gross Profit or Net Income Before Taxes			
Taxes on Income			
Net Income After Taxes			
<b>Net Income</b>			

**Sample Budget Table:**

List the items to be funded by the grant.

<b>Items</b>	<b>Grant funds</b>	<b>Applicant match</b>	<b>Notes</b>
Site preparation / construction			
Storage units / sheds / containment systems			
Safety and fire suppression equipment			

Loading / material handling equipment			
Reuse / swap area equipment			
Signage / traffic control			
Other eligible capital item			
Total			

Applicants are advised that materials submitted in connection with a grant application may be subject to disclosure under the Commonwealth’s Public Records Law. Applicants filing information they wish to be kept confidential and exempt from public disclosure as trade secrets should follow the procedures outlined on MassDEP's website at <https://www.mass.gov/doc/guidance-on-requests-to-maintain-trade-secret-information-confidential>.

#### Additional Required Documentation

If selected for an award, the applicant will be required to sign and submit the following forms to complete the agreement process.

1. Commonwealth Standard Contract Form (completed and signed by the applicant). The Standard Contract Form is listed under Contracts on this website: <http://www.macomptroller.org/forms>
2. Commonwealth Terms and Conditions. These Terms and Conditions are incorporated by reference into the Standard Contract Form, and do not need to be executed separately. <http://www.macomptroller.org/forms>
3. Commonwealth W-9 tax information form completed and signed by the applicant with DUNS number and Federal Tax ID. <http://www.macomptroller.org/forms>
4. Completed Contractor Authorized Signatory Listing Form. [www.macomptroller.org/forms](http://www.macomptroller.org/forms)
5. Electronic Funds Transfer (EFT) form. <http://www.mass.gov/how-to/tips-for-completing-the-electronic-funds-transfer-eft-form>
6. Scope of Work

*Applicants are encouraged to review these forms prior to submitting an application.*