



Massachusetts Department of Environmental Protection
Sustainable Materials Recovery Program (SMRP)
Mandatory Proposal Outline for the Establishment of a
Permanent Household Hazardous Waste Collection Facility

MassDEP is accepting proposals to establish permanent municipal and regional Household Hazardous Waste facilities that will reduce the volume and/or toxicity of the municipal solid waste stream.

Proposals may only be submitted as part of a grant application filed using the Re-TRAC Connect™ system. The deadline to file applications and proposals is 11:59 pm on June 14, 2023. MassDEP will only accept proposals submitted via Re-TRAC Connect™. Paper copies sent by mail, faxed copies or electronic files attached to an email will NOT be accepted.

For more information on the SMRP Program including eligibility criteria and terms and conditions, visit <https://www.mass.gov/how-to/sustainable-materials-recovery-program-smrp-municipal-grants>.

Proposals must conform to the format below and include a budget and workplan.

- 1. Applicant Name (Name and Title of Person Submitting Proposal, and Name of Municipality):**
- 2. Municipal Facility or Regional Facility:** Indicate whether the proposed facility is in your municipality or whether your municipality is participating in a regional effort. Please identify where facility will be sited and other municipalities and/or entities that will be included in the regional effort.
- 3. Project Goals/Justification/Need:** Describe how your municipality currently manages household hazardous waste e.g. one day event, reciprocal or regional events, and how a permanent facility would either decrease costs, increase convenience for residents or both. Provide schedule of number of days facility will be open for residents and if small businesses will be granted access.
- 4. Work Plan:** Using the Task/Milestone template below, identify the major tasks or milestones for your project (permitting, site improvements, procuring equipment, etc.), 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 discuss how the facility will be staffed and how costs will be shared among municipalities if this is a regional proposal.



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Task/Milestone	Who will be involved? (existing staff, consultant, etc.)	Start	Completion
Example: <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>

5. **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 for key project personnel as appropriate.

6. **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.).

7. **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). Eligible grant expenditures include: capital costs (site improvement, equipment, storage lockers, etc.); consultant (for permitting assistance or facility design); training costs for municipal employees that will operate the facility; education and outreach and signage. Consultant costs are limited to 15% of the total grant request. In the “Cost B” column, identify matching funds that your organization (or others) will contribute to the project, including “hard match” (cash or equipment) and “soft match” (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, 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.



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MassDEP Grant Proposal Budget			
Expenses Description	Cost A (Request to DEP)	Cost B (Covered by match)	Total Costs (A + B)
Personnel/Professional Services (additional staff, consultants, contractors, engineers)			
Equipment/Capital Improvements			
Promotion/Outreach			
Other (describe)			
	Total Grant Request (sum of A)	Total Matching Funds (sum of B)	Total Project Budget

IMPORTANT:

Letters of support are required from each municipality participating in a Permanent HHW Regional Facility Project application. Attach letters of support as electronic files during the Re-TRAC Connect™ submittal process.