



# Massachusetts Department of Environmental Protection

## Sustainable Materials Recovery Program

### Minimum Eligibility Requirements

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

#### **Overview**

The Sustainable Materials Recovery Program (SMRP) is designed to increase the diversion of materials from the solid waste stream through waste reduction, reuse, recycling, and composting programs, and to decrease the toxicity of the waste stream through household hazardous waste (HHW) diversion and use of environmentally preferred products (EPP). Matching funds are not required for this opportunity.

There are six (6) SMRP grant categories offered in the Spring 2025 cycle:

- Drop-off Recycling Equipment
- Food Waste Collection Carts
- Pay-As-You-Throw Program Funds
- Regional Small-Scale Initiatives
- Recycling Dividends Program (RDP)
- Waste Reduction / Organics Capacity / Permanent Household Hazardous Waste Facility Project Proposals

#### **Eligible Applicants**

The following entities are eligible to apply:

- Individual Massachusetts municipalities, and
- Regional governmental entities with legislative authorization may apply for grants on behalf of their Massachusetts member municipalities and residents. This category of applicants may include regional planning authorities, regional solid waste districts, and regional recycling cooperatives. *Note: Regional entities are only eligible for the Regional Small-Scale grant offering.*

#### **Submission Process**

Applications will **only** be accepted via the online reporting tool Re-TRAC Connect™.

- Access Re-TRAC Connect™ using this link: <https://connect.re-trac.com/>
  - ALL municipalities and some solid waste districts have already been assigned one Re-TRAC Connect™ account. If you have forgotten your login information, contact [Rebecca.Ferguson@mass.gov](mailto:Rebecca.Ferguson@mass.gov).
  - Regional authorities that do not have an account must contact [Rebecca.Ferguson@mass.gov](mailto:Rebecca.Ferguson@mass.gov) no later than two weeks prior to the grant deadline for guidance on establishing a Re-TRAC Connect™ account.

As a condition for receiving grant funds, grantees must comply with the requirements as described below.

##### **1. Annual Notification of Buy Recycled Policy**

- The applicant must have either a [Buy Recycled Policy](#), Sustainable Purchasing Policy, or [Environmentally Preferable Products \(EPP\) Procurement Policy](#) (herein referred to collectively as “Policy”) in place AND certify that all purchasing staff are knowledgeable about the Policy.
- The Policy may be a bylaw or ordinance and must be enacted by the decision-making entity of the municipality. **Note: MassDEP encourages municipalities to adopt a broader Sustainable Purchasing Policy or EPP Procurement Policy as it will be a requirement for grant award contracts that are executed for the Spring 2026 grant cycle.**
- Department heads and employees with purchasing responsibility must receive an Annual Notification, from the Mayor, Board of Selectmen, Town Manager, Town Administrator, or Chief Purchasing Officer, reminding them of the municipal Policy.
- The Policy itself must be attached to the Notification distributed to department heads and employees with purchasing responsibility.
- The Annual Notification should include specific language as to **why** buying products with recycled content supports municipal recycling programs and how this contributes to closing the loop and creating recycling markets. Example language can be found [here](#) under Step 4.

- The applicant will be required to attach a copy of this communication. To be eligible the communication must be within the current fiscal year (July 1, 2024 – June 30, 2025). Municipalities are encouraged to send out their Annual Notification early in the year and provide a copy to [Rebecca.Ferguson@mass.gov](mailto:Rebecca.Ferguson@mass.gov) by February 15, 2025. Notifications are reviewed and if approved, attached to the Certification of Minimum Eligibility Criteria Application. If this application is in DRAFT format in Re-TRAC Connect™, this requirement has been met prior to the February 15, 2025, deadline, and has been approved.
2. *Municipal Recycling Data Reporting*
    - A municipal applicant must have filed via Re-TRAC Connect™, before a SMRP application is submitted, completed CY2023 and CY2024 Municipal Recycling and Solid Waste Surveys.
    - An applicant that is a regional entity must ensure that each municipality supported by the grant application has filed completed CY2023 and CY2024 Municipal Recycling and Solid Waste Surveys.
  3. *RDP Grant Funds Spending Plans & Reporting*
    - A municipal applicant with a balance in their RDP funds must file a completed CY2024 RDP Spending Report via Re-TRAC Connect™, before a SMRP application is submitted.
    - An applicant that is a regional entity must ensure that each municipality supported by the grant application has filed a CY2024 RDP Spending Report.
  4. *Waste Ban Compliance*
    - Municipal applicants must demonstrate compliance with MassDEP's [waste disposal bans](#) by certifying that paper, cardboard, bottle and can recycling is available in all municipal buildings, including schools, or will be within 30 days of award notification.
    - Regional entities must certify that paper, cardboard, bottle and can recycling is available in all its offices and meeting spaces at the time of application submission or will be within 30 days of accepting a grant award.
  5. *Other Compliance Issues*
    - Outstanding MassDEP compliance issues, including past due required reports, will not necessarily disqualify a municipality from receiving an award. However, any such award may be conditioned upon satisfactory resolution of said compliance issue.

### **Authorization to Submit Application**

The person submitting the application must certify that they are authorized to apply for grants from the Commonwealth or have notified the appropriate official with such authorization. Once awards have been made, each grantee will enter into a grant award contract with MassDEP which will be signed by the official authorized to accept grants from the state.

### **Environmental Justice**

MassDEP is committed to advancing equity, diversity, and environmental justice (EJ)<sup>1</sup> through its public investments. The agency seeks to prioritize the direction of these resources to benefit communities defined as EJ populations and to address environmental inequities. To that end, MassDEP grant, and funding programs include criteria and evaluation parameters that emphasize equity, diversity, and environmental justice, consistent with each program's statutory authority and source of funding. Preference will be given to projects that provide direct benefit to environmental justice populations. Information on which communities are classified as environmental justice populations can be found at: <https://www.mass.gov/info-details/environmental-justice-populations-in-massachusetts>.

### **Evaluation Criteria**

The following evaluation criteria apply to all SMRP grant offerings, except for the Regional Small-Scale Initiative and the Recycling Dividends Program (RDP), in addition to any other criteria listed in the individual grant program detail documents.

- Information provided on Recycling and Solid Waste Program Surveys,

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<sup>1</sup> “Environmental justice is based on the principle that all people have a right to be protected from environmental hazards and to live in and enjoy a clean and healthful environment regardless of race, color, national origin, income, or English language proficiency. Environmental justice is the equal protection and meaningful involvement of all people and communities with respect to the development, implementation, and enforcement of energy, climate change, and environmental laws, regulations, and policies and the equitable distribution of energy and environmental benefits and burdens.” See Environmental Justice Policy of the Executive Office of Energy and Environmental Affairs (updated June 24, 2021): <https://www.mass.gov/doc/environmental-justice-policy6242021-update/download>.

- Information provided on the specific Grant Application,
- Information provided on the RDP Spending Report, including funding balances,
- Demonstrated need and likelihood of success,
- Past grant performance including outstanding grant requirements,
- Alignment with MassDEP's priorities as outlined in the grants and MassDEP's [Solid Waste Master Plan](#), and
- Other criteria as identified in relevant grant categories.

### **Terms and Conditions**

Grants awarded by MassDEP to municipalities and regional authorities are administered through a Master Agreement. In addition to the Master Agreement, municipalities and regional authorities receiving a grant will be required to sign a Grant Scope of Work (i.e., formerly known as "Grant Agreement") consisting of additional terms and conditions, scope of work, and budget. With the exception of RDP, grant awards will be distributed on a reimbursement basis based on actual costs, and terms contained in the Grant Scope of Work. Reimbursable expenses must be incurred after the application submittal date and after a Grant Scope of Work is fully executed by both parties. A detailed explanation of the documentation required for reimbursement is described for each program category.

### **Timeline**

Grant applications will open online on April 1, 2025, via Re-TRAC Connect™.

An annual Grant Information Webinar will be Tuesday, April 8, 2025, at 1:00 PM ET. [Please Register in Advance](#).

- The Webinar will be recorded.
- A video, as well as the PowerPoint slideshow and any other supporting materials, will be shared following the event.

### **Application Deadline**

Application must be received by June 2, 2025, at 11:59 PM ET.

### **Questions**

Please note: This year, MassDEP will be accepting questions via [online form](#). Any question 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.