



Massachusetts Department of Environmental Protection
 Bureau of Waste Prevention
FY2009 Recycling Industries Reimbursement Credit
Grant Application

Instructions

To apply for a Massachusetts Department of Environmental Protection (MassDEP) fiscal year 2009 Recycling Industries Reimbursement Credit grant, you must follow the instructions below.

Application Deadline: Friday October 31, 2008

Application Check List:

- W-9 Form and Commonwealth Terms and Conditions Form. These two forms can be found under the “Forms and Terms” tab on the Comm-PASS site, www.comm-pass.com
 - Include all required documents – signed original plus two unbound copies
 - Address your application to: **Alissa Bilfield – MassDEP - Sixth Floor - 1 Winter Street – Boston MA, 02108**
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Questions and Assistance

Applicants are encouraged to contact the grant administrator, Alissa Bilfield to:

Confirm eligibility
Review previous grant applications
Discuss proposals and get feedback
Ask questions

Telephone: (617) 574-6820 • Fax: (617) 292-5778 • e-mail: Alissa.Bilfield@state.ma.us

Introduction and Background

MassDEP has developed an integrated solid waste management strategy (Massachusetts [Solid Waste Master Plan, 2006 Revision](http://www.mass.gov/dep/recycle/priorities/dswmpu01.htm): <http://www.mass.gov/dep/recycle/priorities/dswmpu01.htm>) that includes aggressive goals to increase recycling and reuse. As part of MassDEP’s strategy to increase recycling and reuse, the agency has made significant investments in the state’s waste reduction infrastructure by providing support to municipalities, consumers, and businesses. Many of the materials generated and collected in Massachusetts face market challenges due to economic and technical barriers. MassDEP and other state agencies have addressed the barriers associated with market development for materials through an array of financial and technical assistance programs. The Legislature authorized and directed MassDEP to establish and administer the Recycling Industries Reimbursement Credit (RIRC) grant program to help overcome barriers to recycling or reusing materials and products. MassDEP seeks to provide grants to recycling processors and manufacturers that will create sustainable markets for these materials and products that will add value to municipal and business recycling and reuse efforts and encourage their recovery.

Mandatory Eligibility Requirements

RIRC eligibility requirements for applicants, materials, and activities are outlined in the RIRC regulations 310 CMR 17.00 (regulations available at: <http://www.mass.gov/dep/recycle/laws/regulati.htm#sw>). RIRC applicants must meet all mandatory eligibility requirements to be considered for an award. **Please review the requirements carefully as ineligible applications will not be evaluated for an award.** The Commonwealth makes no guarantee that any grants will be awarded to any applicant.

Applicant Requirements

- Applicant must employ at least fifty percent of its full-time equivalent non-salaried workforce at the site in the Commonwealth for which the grant is being utilized.
- Applicant must be a company or corporation (for-profit or non-profit).
- Applicant must have been in substantial compliance with federal and state environmental laws for the past three years.
- Applicant, at the time of award, must have authorization to conduct grant-related activities from local officials and the Department.

Material Requirements

- Applicant must use only those materials designated by the Department in **Section 1.4 of the Application**. Grant funding is **not available** for projects using **metals and/or hazardous waste**.
- The list of MassDEP-Designated Materials may change from year to year, and will remain valid for the fiscal year in which they are published in the grant application.

Activity Requirements

Applicants must conduct recycling or reuse activities as defined below for the materials designated in Section 1.4 of the application.

- **Eligible Activities** are defined as:
 - *Processing Activities*, which include those reclaiming activities that densify, shred, bale, culletize or otherwise process "Designated Materials."
 - *Manufacturing Activities*, which include those activities that manufacture products with "Designated Materials."
 - *Reuse* means those activities that use an item again, either in its original state or with refurbishment, for its original purpose or for a non-traditional purpose.
- **Applicants are not eligible for grant funding for the following activities:**
 - the use of their own internally generated scrap materials or materials that are already on site;
 - the incineration of materials or the manufacturing of a product designed for burning for energy or other purposes;
 - collection or brokering activities.

Grant Reimbursement and Conditions

- As a condition of receiving the grant, grant awardees are required to meet their recycling and reuse goals for a period of two years as stated in Section 1.5 of the grant application. 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. Success will be measured primarily by whether the Grantee meets its goals.
- Depending on the application put forth, some grant reimbursement schedules may include a performance-based component.
- Capital equipment purchases must be completed on or before June 30, 2009.

Changes to the RIRC Application

Various changes have been made to the RIRC application for FY2009:

- **Materials:** The materials list has been updated. This year the list was narrowed down to include construction and demolition wastes (asphalt roofing shingles, gypsum wallboard, carpet), organics (food waste/residuals) and plastic film/wrap. This list went out for public comment and reflects the priorities of the Solid Waste Master Plan and current market conditions.
- **Timeline:** A section has been added for applicants to visually display the projected timeline for the project. This timeline includes any relevant activities, and the projected increase in material throughput associated with that activity.
- **Capital Cost Grant:** As mentioned above, Capital Cost grants will be reimbursed differently this year than in the past. Instead of receiving the total grant award upfront, the reimbursement of the grant award will be spread out over the course of two fiscal years, and a portion of the total award will be performance-based. The performance-based portion of the grant will only be awarded if the grantee is able to achieve set tonnage goals.

SECTION ONE: APPLICANT, GRANT TYPE, ACTIVITY AND MATERIALS INFORMATION

1.1 Applicant Information

Company/Corporation/Non-Profit Organization Name: _____

Address: _____ Telephone: _____

_____ Fax: _____

E-Mail Address: _____ Company Web Site: _____

Authorized Representative: _____ Title: _____

Signature: _____ Date: _____

1.2 Grant Options

MassDEP offers the following options to provide a variety of opportunities to address technical and economic barriers. Please choose ONE grant option for which you are applying by checking the appropriate box below.

<i>Potential Grant Amount</i>		<i>SELECT ONE RIRC GRANT OPTION</i>
Up to \$150,000 for food waste	Up to \$50,000 for other targeted materials	<input type="checkbox"/> Capital Cost Grant Funds can be used for capital costs such as the purchase of recycling-related equipment and property. Please note that capital grants require grant recipients to: 1. purchase equipment by June 30, 2009 2. meet project goals for two years.
Up to \$50,000		<input type="checkbox"/> Pilot Project Grant Funds can be used for pilot project costs such as recycling-related equipment rental, temporary labor, or consulting services.
Up to \$10,000		<input type="checkbox"/> Product Development and Testing Funds can be used to refine, develop or test products using recovered feedstocks, to increase or improve the use of recovered feedstocks.

1.3 Indicate the type of activity(ies) in your grant proposal

- Reclaiming/Recycling Processing Activities
- Reclaiming/Recycling Manufacturing Activities
- Reuse

1.4 Indicate the type of material(s) in your proposal. Only those materials listed below are eligible for grant funds. Metals and hazardous waste are **NOT eligible** for grant funding.

Organics

- Food Waste/Residuals (residential and/or commercially generated, such as supermarkets, restaurants and food processors)

Construction and Demolition Debris

- Asphalt Roofing Shingles
- Gypsum Wallboard
- Carpet

Other Materials

- Plastic Film/Wrap

1.5 Quantities: Using the following table, provide MassDEP with the amount of designated materials that are currently being processed at your facility. Please estimate a proposed increase in tonnage based off of the goals and objectives of your grant proposal.

Material Type	Current Amount	Proposed Increase

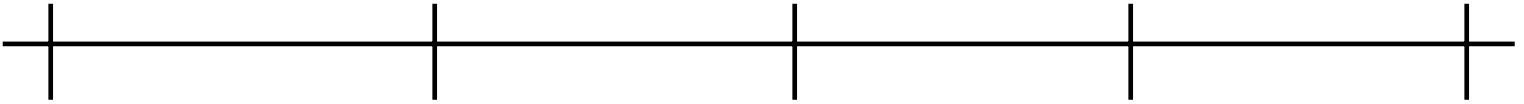
SECTION TWO: PROJECT TIMELINE AND BUDGET

2.1 Project Timeline

Please provide a brief overview of the proposed project timeline including associated milestones, significant activities, and the estimated material throughput in tonnage associated with the project timeline. The start date for all projects is January 2009. If you are applying for a Capital Cost grant please complete the project timeline based off of 18 months, with an end date of June 30, 2010.

Milestones/Activities

January 2009



Material Tonnage

2.2 Budget

Please complete the proposed budget. While matching funds are not required, grant proposals will receive a higher score in the review process if matching funds are offered.

Item(s) is a list of items (listed individually) requested under RIRC Grant Options (see above, Section 1.2)

Grant Funds are requested of MassDEP by the Grant Applicant

Match Funds are pledged by the Grant Applicant

Other Funds are pledged to the project by outside public or private sector parties

Total Funds is the sum of Grant Funds, Match Funds and Other Funds

	Grant Funds	Match Funds	Other Funds	Total Funds
Item(s)				
TOTAL REQUESTS				

SECTION THREE: RECYCLING BUSINESS PLAN

In a separate attachment, fully describe in writing the proposal for which you are seeking grant funds. Applicants are strongly encouraged to respond to all items listed below. ***This section should not exceed four pages (any additional documentation or attachments do not count toward the page limit).***

3.1 Business Plan Summary

The proposal summary will provide reviewers with an overview of your company's proposal

- a) In one paragraph, describe any present uses of MassDEP-designated materials/feedstocks for which the proposal intends to qualify for grant funds. If there are no current activities, please indicate so.
- b) In one paragraph, describe the proposed activity that will increase the present intake of MassDEP-designated materials/feedstocks.
- c) Expand upon the timeline overview listed in section 2.1. Include a detailed timeline of your proposal that outlines the expected milestones of the proposed activity and corresponding expected increases in material throughput.

3.2 Business Plan Narrative Essay (recommended length one paragraph per section)

Purpose of the Grant

- Describe the goals and scope of the project and expected benefits. Include a detailed description of the methods that will be used to increase the use of MassDEP-designated materials/feedstocks.

Potential Market Impact

- Quantify the amount of recycling activity anticipated as a result of the use of grant funds. Please quantify 1) the increase in tons per year of throughput MassDEP-designated materials/feedstocks; and, 2) an estimate of the amount or percentage those materials generated from sources within Massachusetts.
- Describe the ability and capacity to meet the proposal's tonnage goals of MassDEP-designated materials/feedstocks.

Investment Justification

- Provide evidence of cash flow, including revenue generated from tip fees and sale of commodity/product and capital.

Qualifications

- Describe and document the relevance of the experience, qualifications and skills of the proposal's managers to the grant-funded activity (resumes may be attached).

Feasibility

- Describe the likelihood that the proposal will accomplish the projected results.
- Provide the status of any required approval(s) or authorization(s) of the proposed activity by state or local authorities, including any appropriate documentation.

Sourcing

- Identify the source(s) and/or generator(s) of MassDEP-designated materials/feedstocks. Indicate the following, to the extent possible: 1) the amount/percentage of material generated in Massachusetts; and, 2) an estimate of the breakdown from commercial and/or residential generators. Include any documentation from sources and/or generators, such as copies of letters of commitment or contracts indicating long-term arrangements.

Markets

- Identify the buyer(s) or market(s) for the proposed end-products. Include any documentation from end-users that your product will be purchased, such as copies of letters of commitment or contracts indicating long-term arrangements.

Sustainability/Longevity

- Provide evidence of the sustainability and flexibility of the business plan in terms of its capacity to withstand: economic and technical challenges

Financial Leverage

- Demonstrate financial support for the project that will leverage resources from outside sources (for example: private entities such as trade associations or banks and public entities such as federal or state government). This may include financial support (such as matching contributions, loans or grants); and/or, in-kind support such as feedstock, labor, property, etc.