



Massachusetts Department of Environmental Protection  
Bureau of Air & Waste  
**2016 Recycling Business Development Grant**  
Grant Application

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#### Instructions

To apply for a Massachusetts Department of Environmental Protection (MassDEP) 2016 Recycling Business Development Grant (RBDG), you must follow the instructions below.

**Grant Application Deadline**  
Application Deadline July 15, 2016 at 5:00 p.m.

#### Application Check List:

- Complete and sign an application and submit electronically as a PDF.
- Address your application via email to: **Greg Cooper** at [greg.cooper@state.ma.us](mailto:greg.cooper@state.ma.us)

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#### Questions and Assistance

**Greg Cooper:** 617-292-5988 [greg.cooper@state.ma.us](mailto:greg.cooper@state.ma.us)  
**John Fischer:** 617-292-5632 [john.fischer@state.ma.us](mailto:john.fischer@state.ma.us)

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#### I. INTRODUCTION AND BACKGROUND

MassDEP seeks to provide grants to recycling processors and manufacturers in Massachusetts that will create sustainable markets and add value to municipal and business recycling efforts.

The *2010-2020 Massachusetts Solid Waste Master Plan* sets a goal to reduce the amount of waste disposed of in Massachusetts by 30% below the 2008 baseline level by 2020. The Master Plan relies on a comprehensive mix of strategies to reduce waste disposal, whether through source reduction, reuse, recycling, composting, or other options. One key element is fostering local recycling markets, particularly for targeted materials that lack strong markets and demand. Stronger local recycling markets support a robust, sustainable, and cost effective recycling infrastructure. At the same time, these local markets will also foster economic development and job creation.

MassDEP's authority to establish a Recycling Business Development Grant (RBDG) is granted under M.G.L. ch.25A § 11F(d), 310 CMR 19.303(2)b and the Declaration of Trust. Article 2.1 of the Declaration of Trust allows for "Trust" funds to be used for grants to businesses to enhance waste reduction and recycling programs.

#### II. ELIGIBILITY REQUIREMENTS

RBDG applicants must meet all eligibility requirements to be considered for an award. ***Please review the requirements carefully as ineligible applications will not be evaluated.*** The Commonwealth makes no guarantee that any grants will be awarded to any applicant. In addition, MassDEP may issue partial grant awards.

#### Applicant Requirements

- Any business funded by the RBDG must have a location in Massachusetts where the proposed recycling or recycling related activity such as aggregation, processing, reclaiming, or reuse will occur. All grants made under the RBDG should provide a measureable economic benefit to Massachusetts.
- Applicant must be a company or corporation (for-profit or non-profit) properly licensed to do business in the Commonwealth.
- Applicant must have been in substantial compliance with federal and state environmental laws for the past three years.
- The minimum grant award is \$50,000 and the maximum grant award is \$400,000.
- 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 funding from other parties.)

## Material Requirements

- Only projects related to the list of eligible materials will be funded. Projects to increase recycling of other materials will not be considered.
- Eligible materials are: glass, mattresses, packaged food materials, and post-consumer bulky rigid or film plastics. Note that packaged food materials refers specifically to food materials in their original packaging, rather than managing a food materials stream that includes packaging as a contaminant. MassDEP's expectation is that packaged food materials would be de-packaged and separated to maximize the use of both the packaging and the food material. MassDEP reserves the right to amend the list of eligible materials between grant cycles.

## Activity Requirements

**Eligible** grant funded activities include:

- Processing activities, which include those reclaiming activities that aggregate, dismantle, densify, shred, bale, culletize or otherwise process eligible materials.
- Manufacturing activities, which include those activities that manufacture products with eligible materials.
- Reuse means those activities that use an eligible material again, either in its original state or with refurbishment, for its original purpose or for a non-traditional purpose.

**Ineligible** activities include:

- the exclusive use of *internally* generated scrap materials or materials already on site, with the exception of on-site processing of packaged food materials;
- the incineration of materials or the manufacturing of a product designed for burning for energy, excluding the burning of clean wood from mattresses for energy;
- feasibility studies or design work
- operation and maintenance costs associated with the proposed grant investment;
- collection or brokering activities; or
- staff or consultant time

## III. PROPOSAL EVALUATION

The evaluation criteria shall include, but not be limited to, the applicant's capabilities and experience, the extent to which the project fosters stronger local recycling markets, the technical feasibility of the investment, the applicant's financial match, and the likelihood of success and continued sustainability of the investment after the grant. The Department may require a site visit and/or interview with the top ranked applicants as part of the evaluation.

## IV. GRANT AGREEMENT

### Grant Reimbursement and Conditions

- As a condition of receiving the grant, grantees are required to meet their recycling and reuse goals, as stated in Section 1.2 of the grant application, for three years.. 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 5 years of receiving the grant.
- Depending on the application put forth, some grant reimbursement schedules may include a performance-based payment component.

### Other general terms and conditions

Specific terms and conditions will be outlined in the grant agreement. In addition, all awardees will be required to submit a [W-9 Form](#) and sign the [Commonwealth Terms and Conditions Form](#) (found on [ODR Forms](#) website) prior to funding, and are subject to the following terms and conditions:

- **Grant Amounts** – The minimum grant award is \$50,000 and the maximum grant award is \$400,000. Note for those seeking grant funding over multiple rounds: Grant awards for any one proposed activity/material are capped at \$400,000, and previous awards will be taken into consideration during evaluation.
- **Site Visits** – MassDEP staff reserves the right to visit successful applicants during the grant period.
- **Reimbursement** – All funds for RBDG grants are distributed on a reimbursement and/or performance basis. Requests for reimbursement must include proof that funds were spent for the budgeted items and include a copy of the paid receipt for the purchased equipment or work completed under the grant project. **Purchases made *before* a grant contract is signed by MassDEP and the grant recipient will NOT be reimbursed.**
- **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 must be received and approved prior to the end date of the contract. All final requests for reimbursement must be received within 30 days of the contract end-date or all remaining grant funds will be forfeited.
- **Publications** – All documents and publications associated with a grant agreement should be submitted to MassDEP in electronic format in Microsoft Word or as a PDF file.

**SECTION ONE: APPLICANT, ACTIVITY AND MATERIALS INFORMATION**

**1.1 Applicant Information**

Company/Corporation/Non-profit Organization Name:		Contact Name & Title:	
Registered with Secretary of State <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, under what name?		Phone Number: (xxx) xxx-xxx	
I certify that Company has all required state and local licenses and permits for this facility. <input type="checkbox"/>		FEIN#	
Mailing Address, Zip Code		E-mail Address:	
		Company Web Site:	
<p><b>Indicate the type of activity(ies) in your grant proposal</b></p> <input type="checkbox"/> Processing Activities <input type="checkbox"/> Manufacturing Activities <input type="checkbox"/> Reuse		<p><b>Applicant:</b> Please check one:</p> <input type="checkbox"/> Existing Business <input type="checkbox"/> Start-up Business	
<p><b>Indicate the type of material(s) in your proposal. Only those materials listed below are eligible for grant funds.</b></p> <input type="checkbox"/> Packaged Food Materials <input type="checkbox"/> Mattresses <input type="checkbox"/> Glass <input type="checkbox"/> Post-Consumer rigid and/or film plastics			
Total Current Jobs at the Applicable Facility(ies):		Estimated New Jobs Created by Grant Project:	
Signature:		Application Date:	
<p><b>The following information will be completed by MassDEP staff:</b></p> <p>Date Application Received _____ Date of Acknowledgment to Applicant _____</p> <p>Proposal Number _____</p>			

**1.2 Material Type and Quantities**

Using the following table, provide MassDEP with the amount of eligible materials that are currently being processed at your facility on an annual basis, if any. Please estimate any proposed increase in tonnage based off of the goals and objectives of your grant proposal. If no increase in tonnage is expected, describe the expected benefits (increase materials value, expanded market for material) to be achieved through your grant proposal.

Material Type	Current Amount (tons/year)	Proposed Increase (tons/year)	Expected Benefit

**SECTION TWO: PROJECT TIMELINE, MILESTONES, AND BUDGET**

**2.1 Project Timeline**

Please consider your project scope and insert approximate implementation dates for project tasks, milestones, and significant activities associated with the project. Add rows to table below, as needed.

**Note:** Project must be completed within three years from the awarded contract start date.

Examples of project tasks include “order equipment,” “install equipment,” “submit invoices to MassDEP for reimbursement,” “monitor performance and measure improvements,” “submit draft reports to MassDEP,” and “submit final reports to MassDEP.”

Project Task/Milestone	Approximate Implementation Date
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•	
•	
•	
•	
•	

Dates provided above are estimated and subject to change in order to correspond with the official start and end dates provided in a successful grantees' final grant agreement.

**2.2 Budget**

Complete a proposed budget. A minimum financial match of 25% is required. (e.g., to request \$100,000 in grant funds, an applicant would need to provide a match of at least \$25,000.) Grant proposals exceeding the minimum match will be ranked higher in the evaluation process. The minimum grant award is \$50,000 and the maximum award is \$400,000. Please describe the expenditures and the sources of funding involved in the proposed project (i.e. equipment, site improvements, etc.).

- Item(s)**            proposed project investments (equipment, site improvements, etc.)
- Grant Funds**     requested of MassDEP by the Grant Applicant
- Match Funds**    direct funds pledged by the Grant Applicant
- Total Funds**    sum of Grant Funds and Match Funds

	Grant Funds	Match Funds – 25%	Total Funds
Item(s) Description			
<b>TOTAL BY CATEGORY</b>			

### SECTION THREE: RECYCLING BUSINESS PLAN

In a separate attachment, fully describe in writing the project for which you are seeking grant funds. Applicants should respond to all items listed below. This section **should not exceed six pages** (three double-sided pages). Any additional documentation or attachments do not count toward the page limit. Applicants wishing to file application information that they wish to be kept confidential and exempt from public disclosure as trade secrets should follow the procedures outline on MassDEP's website at - <http://www.mass.gov/eea/agencies/massdep/service/approvals/requests-to-maintain-trade-secret-info-confidential.html>

#### Project Description

- Describe the goals and scope of the project and expected benefits. Include a detailed description of how the investment will be used to increase the quality of materials, quantity of materials diverted, and/or advance new markets in the Commonwealth. This should include a description of existing market conditions.

#### Operation

- Detail the facility address of the proposed activity (site address), the layout of existing operations, if any, and where the proposed activity will be conducted. This should include a description of any new capital equipment and other requested investments.

#### Tonnage\Value\Market Impact

- Estimate how many additional tons of material, if any, will be reduced, recycled, composted or digested annually over the three year period of the proposed project
- Estimate the expected increase in value of the eligible material from the project.
- Estimate the market potential and the potential growth of said market.
- Describe the ability and capacity to meet the proposal's tonnage goals of eligible materials.

#### Qualifications

- Describe and document the relevant experience, qualifications and skills of the applicant organization and the principals that will be involved in the grant-funded activity (resumes may be attached).

#### Feasibility

- Provide the status of any required approval(s) or authorization(s) of the proposed activity by state or local authorities, including any appropriate documentation.
- Identify any barriers or additional steps for the project to proceed.

#### Sourcing

- Identify the source(s) and/or generator(s) of eligible materials. Indicate the following, to the extent possible: 1) the amount and geographic area for sourcing material; 2) an estimate of the breakdown from commercial and/or residential generators; and 3) an explanation of how the material will be sourced. Include any documentation from sources and/or generators, such as copies of letters of commitment or contracts indicating long-term arrangements.

#### Markets

- How will your project expand or develop new 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. Explain how you will sustain the project after the grant ends.
- Provide a simple pro-forma identifying revenues from tip fees and sale of commodity/product, capital expenses, operating costs, projected profit margins, etc.
- Describe any public or private partnerships you have developed in order to pursue this proposed grant project. For example: private entities such as trade associations or banks and public entities such as federal or other state government funding. This may include financial support (such as matching contributions, loans or grants); and/or, in-kind support (such as feedstock, labor, property, etc.)

#### Jobs

- Describe how many new jobs will be created through the grant project, if any.