

# Sustainable Materials Recovery Program Grant Information Session

**Massachusetts  
Department of Environmental Protection  
Spring 2014**

**MassDEP**

Massachusetts Department of Environmental Protection

# SMRP Background

- Created through Green Communities Act
- DEP regulations (310 CMR 19.300)
- Six municipal waste combustors qualified to earn Waste Energy Credits
- 50% of WECs revenue goes to “DEP approved recycling programs”
- Municipal Grant Program – Year 5
- Other SMRP programs: Commercial Assistance, Core Services, Admin

# WEC Funds Summary

	FY10	FY11	FY12	FY13
<b>Receipts</b>	\$2,350,508	\$2,851,627	\$3,050,483	\$5,263,776
<b>Expenditures</b>				
<b>Municipal</b>		\$ 835,437	\$1,090,636	\$ 765,603
<b>Commercial Assistance</b>			\$ 120,452	\$ 303,218
<b>Core Services</b>	\$ 178,070	\$ 420,230	\$ 557,740	\$ 618,177
<b>MassDEP Admin</b>		\$ 301,906	\$ 437,686	\$ 373,212
<b>Total Expend.</b>	\$ 178,070	\$1,557,572	\$2,206,514	\$2,060,210

# Municipal Program Summary

	FY11	FY12	FY13	FY14
<b>Requested</b>	\$4.29 mill	\$2.4 mill	\$4.95 mill	\$3.2 mill
<b># of Applicants</b>	123	118	140	144
<b>Awarded</b>	\$1.6 mill	\$1.5 mill	\$2.07 mill	\$2.47 mill
<b># of Awardees</b>	105	109	118	137

# FY14 Grant Applications and Awards

- Requests: 144 applications, totaling \$3.2 mill
- Awards: 137 applicants, totaling \$2.47 mill
  - Recycling Carts 13 awards, \$1,239,422
  - Food Waste Carts 2 awards, \$ 75,748
  - Waste Reduction Projects 5 awards, \$ 266,000
  - Organics Capacity 1 awards, \$ 30,000
  - PAYT 8 awards, \$ 535,905
  - WREC 4 award, \$ 85,000
  - Drop-off 11 awards, \$ 87,769
  - School Recycling Asst. 4 awards, \$ 52,601
  - Small Scale Initiatives 76 awards, \$ 98,500

# SMRP Timeline for Next Grant Solicitation

**Application Issued:** April 1, 2014 (Re-TRAC)

**Grant Workshops:** April and May

**Application Deadline:** June 11, 2014

**Award Recommendations:** by mid-August

**Award Announcements:** targeted for September

**In-kind Technical Assistance application**

(Help from your MAC) - expected in early July

# Minimum Eligibility Criteria

**Buy Recycled Implementation**

**Recycling in Practice**

**Solid Waste Data Reporting**

- CY2012 Municipal SW and Recycling Survey
- CY2013 Municipal SW and Recycling Survey
- Must be submitted prior to application
- Re-TRAC – online filing/reporting tool

# Solid Waste Data Reporting

- CY2013 data must be reported in ReTRAC
  - 143 Municipalities have reported as of 5/8/2014
  - Account has been set-up for each municipality
  - <https://connect.re-trac.com>
- CY2012 data must be reported in ReTRAC
  - 233 Municipalities have reported as of 5/8/2014
  - If you applied for a grant last year, your CY2012 is in
  - <https://connect.re-trac.com>
- Regional applications – all municipalities must file
- Different from annual facility reporting and certification

# Who May Apply for SMRP?

## Individual Municipalities

## Regional Government Entities

- Solid waste management districts, regional planning authorities, etc.
- Must be legislatively authorized

## Non-Profits

- Federally recognized under Section 501(c)(3)
- Serving municipalities and residents

# Eligible Applicants and Grant Items

	Municipal	Regional Group	Non Profit
Pay-as-You-Throw or SMART	✓		
Waste Reduction Enforcement Coordinator	✓		
Curbside Equipment	✓		
Drop-off Equipment	✓		
School Recycling Assistance	✓		
Waste Reduction Projects	✓	✓	✓
Organics Capacity Projects	✓	✓	
Small Scale Initiatives	✓	✓	
Recycling Dividends Program	✓		

# Review of Grant Items

# Recycling Dividends Program (RDP)

## Program Roll-Out

- New category on SMRP application
- Same eligibility criteria
- Rewards communities with model recycling programs
- Provides incentives to take strategic steps to improve programs
- Evaluation will be independent of other SMRP grant categories
- NOT reimbursement based

# RDP: Program Structure

- Each RDP criterion has been assigned a point value
- Point values vary based on demonstrated impact on waste diversion
- “Best practices” framework
- Must earn a minimum of 6 points (out of a maximum of 20) to receive \$\$
- Payments brackets based on the number of households served by municipal trash program
- Two categories of criteria
  - Drop-off trash and recycling
  - Curbside trash and recycling

# RDP: Award Basis

Trash Households Served by Municipal Program	Value of Each Point	Minimum Payment (6 points =)	Maximum Payment (20 points =)
1 – 1,999	\$ 200	\$ 1,200	\$ 4,000
2,000 – 7,499	\$ 400	\$ 2,400	\$ 8,000
7,500 – 14,999	\$ 600	\$ 3,600	\$ 12,000
15,000 – 24,999	\$800	\$ 4,800	\$ 16,000
25,000 +	\$ 1,200	\$ 7,200	\$ 24,000

Same for Drop-off and Curbside

# RDP: Example Award Calculation

Step 1: Find your row based on number of households served

Trash Households Served by Municipal Program	Value of Each Point	Minimum Payment (6 points =)	Maximum Payment (20 points =)
7,500 – 14,999	\$ 600	\$ 3,600	\$ 12,000

Step 2: Determine how many points you can earn (example: 9)

Step 3: Point value times points earned = Award amount

$$\$600 \times 9 = \$5,400$$

# RDP: Earning Points

ALL program elements claimed on this application

**MUST BE IN PLACE and OPERATIONAL**

By the Application Deadline – June 11, 2014

# RDP: Earning Points – Drop-off

## Solid Waste Program

- Full SMART/PAYT
- “First bag free” SMART/PAYT

## Organics

- Source separated food waste collected at a municipally owned collection center

## Bulky Items

- Minimum fee of \$5 for at least 3 of these items:
  - Mattresses, upholstered furniture, wood furniture, toilets, sinks, carpet

## Yard Waste

- Drop-off location open minimum of 30 weeks per year

## Swap Shop

- Municipally operated drop-off for reusable home goods and furnishings for others to take

# RDP: Earning Points – Drop-off

## Household Hazardous Waste (HHW) Collection

- Host a permanent HHW collection center – minimum 6 x year
- Participate in regional HHW collection center – min 6 x year
- Participate in reciprocal arrangement – min 6 x year
- Host comprehensive HHW collection events twice per year

## Hauler Regulation, Ordinance or Bylaw

- Actively enforced, requiring integrated service at one price

## Hauler and Business Recycling Access with annual outreach

- Haulers collecting from residential customers are encouraged to tip recyclables at a municipal facility; annual mailing required
- Businesses are encouraged to bring recyclables to the municipal drop-off; annual mailing required

# RDP: Earning Points – Drop-off

## Center for Hard to Recycle Materials (CHARM)

Must meet all of the following criteria:

- ✓ Items collected for recycling at a single permanent location
- ✓ Open minimum of once per month
- ✓ In the municipality or contiguous community
- ✓ Collect a minimum of 7 listed items

Automotive wastes\*

Large Appliances

Books / Media

Mattresses

Bulky Rigid Plastics

Mercury bearing products\*

Carpet

Paint

Electronic wastes\*

Textiles

Expanded Polystyrene

Wood

\* Minimum criteria outlined on application

**MassDEP**

Massachusetts Department of Environmental Protection

# RDP: Earning Points -- Curbside

## Solid Waste Program

- Full SMART/PAYT
- “First bag/barrel free” SMART/PAYT
- Trash limit – 64 gallons per week

## Organics – Residential Collection

- Town-wide weekly collection
- Pilot

## Bulky Items

- Minimum fee of \$5 for at least 3 of the listed items:
  - Mattresses, upholstered furniture, wood furniture, toilets, sinks, carpet

## Yard Waste

- Collected curbside minimum of 20 weeks per year
- Drop-off location open minimum of 30 weeks per year

# RDP: Earning Points – Curbside

## Mandatory Recycling Enforcement

- Minimum of 19 hrs/week on the street verifying compliance and issuing fines when necessary

## Household Hazardous Waste (HHW) Collection

- Host a permanent HHW collection center – minimum 6 x year
- Participate in regional HHW collection center – min 6 x year
- Participate in reciprocal arrangement – min 6 x year
- Host comprehensive HHW collection events twice per year

# RDP: Earning Points – Curbside

## Center for Hard to Recycle Materials (CHARM)

Must meet all of the following criteria:

- ✓ Items collected for recycling at a single permanent location
- ✓ Open minimum of once per month
- ✓ In the municipality or contiguous community
- ✓ Collect a minimum of 5 listed items

**Automotive wastes\***

**Books / Media**

**Bulky Rigid Plastics**

**Carpet**

**Electronic wastes\***

**Expanded Polystyrene**

**Large Appliances**

**Mattresses**

**Mercury bearing products\***

**Paint**

**Textiles**

**Wood**

\* Minimum criteria outlined on application

# RDP: Allowable Use of RDP Funds

Funds intended to support recycling and waste reduction activities, but with some parameters:  
Not for general operating costs

Payments could be distributed as early as Fall 2014

Before payments are released, the authorized signatory will be required to sign a certification

Annual reporting required. Be prepared to be audited.

RDP criteria will ramp up over time.

# RDP: Allowable Use of RDP Funds

## Approved Equipment and Activities

- Composting equipment – carts, kitchen scrap buckets, dumpsters for food waste collection at a drop-off, etc.
- Collection and disposal costs for first 2 years of town-wide food waste composting program
- Recycling equipment – carts, bins, public space containers
- Roll-offs, compactors, balers – including replacements
  - Material must be recycled
- Cost of adding a household hazardous waste event
- New dedicated enforcement coordinator
- Establishing/maintaining a municipally operated swap shop
- Waste reduction and recycling outreach and education

# SMART/PAYT Implementation Funds (changed)

Residents are charged for trash disposal based on the amount they throw away.

Most successful program for reducing solid waste

Maximum Award Amount: **\$200,000**

Start-up Funds for curbside or drop-off programs

- Drop-off: **\$10**/household
- Curbside:
  - With ONE bag/barrel free -- \$10/household
  - **With ONE 64-gal cart free, collected every-other-week -- \$10/hh**
  - With NO bag/barrels free -- \$15/household
  - With 35-gallon automated trash cart -- \$15/household

# Waste Reduction Enforcement Coordinator

(changed)

**Maximum award based on population, up to \$50,000**

**Must have mandatory recycling bylaw, ordinance or regulation before coordinator is hired.**

- Enforce mandatory recycling in curbside collection program
- Enforce trash limits
- Enforce PAYT/SMART program
- Enforce private hauler regulation/bylaw/ordinance
- **Additional funds for GIS-based mobile application**

# Waste Reduction Enforcement Coordinator

- Maximum award
  - \$25,000 for population up to 25,000
  - \$50,000 for population over 25,000
- Single municipality requests
- Must be willing to enforce with fines
- Covers salary of a \*NEW\* enforcement coordinator
- 25% matching funds required
- Minimum of 80% of grant award towards salary
- Remaining grant funds for enforcement materials

# Curbside Recycling Collection Carts (changed)

## For single-stream or dual-stream recycling

- Maximum award: \$100,000/**\$200,000**
- Eligibility criteria: Must have “Trash limit” in place which caps the weekly capacity at no more than two 32-gallon bags/barrels.
  - NOTE: All PAYT programs are eligible
- Per cart reimbursement of \$10 or **\$20**
- Municipality or Hauler to finance balance

Not for automated trash collection, or replacement of existing recycling carts

# Curbside Recycling Collection Carts (changed)

- Minimum cart size: 64-gallon for weekly collection or 95-gallon for bi-weekly
- May fund transition of existing trash cart to recycling cart, under certain circumstances
- **Additional \$1 per cart for in-molded label in lieu of funding for education materials**

# Curbside Food Waste Collection Carts (changed)

## For separate collection of food waste

- Maximum award \$100,000
- Per cart reimbursement of \$20
- Hauler and composting site must be identified before signing a Grant Agreement
- **Implementation funds for pilot projects**
  - (\$10/HH served, up to 1,000 HH pilot, up to 2 years)
- **Additional \$1 per cart for In-molded Label in lieu of funding for education materials**

# Drop-off Recycling Collection Equipment

Equipment for the *diversion* of source separated target materials

Roll-offs -- \$5,500 to \$7,500

- Construction/demolition wood
- Carpet, Mattresses
- Bulky rigid plastics

Compactors – up to \$7,500

- Cardboard
- Mixed paper and Cardboard
- Single stream recyclables

Educational Materials (max \$1,000)

# School Recycling Assistance

- Applications for district-wide programs only
- Start up new recycling programs or expand existing programs
  - Paper, cardboard, bottles and cans, milk cartons
  - Food waste (if full recycling in place)
- Award: up to \$30,000
- Funding for start-up costs:
  - collection containers
  - education/outreach
  - program coordination

# School Recycling Assistance

- Length of grant
  - New program
  - Expansion of existing program
  - Equipment only
- Requires top-down commitment (district to each school)
- Applicants should be prepared to address:
  - Program sustainability, tracking, and measurement
  - Scope of equipment needs and cost
- Individual schools – may still apply for recycling bins through The Green Team

# Waste Reduction/Organics Capacity Projects

- Requires a stand-alone proposal (in prescribed format)
- Up to \$100,000 over 2 years; \$500,000 for organics projects
- Open to municipalities, regional entities and certain non-profits
- Consult MassDEP about proposal ideas prior to developing

# Waste Reduction Projects

## Sample projects funded

- Habitat for Humanity ReStores
- South Shore paint recycling pilot
- Town of Eastham – Trans Station retrofit for haulers and SSR
- Paint product stewardship
- Wish Project – mattress reuse
- Hingham business recycling enforcement

# Waste Reduction Project Categories

- Expansion or start-up of regional centers for recycling, reuse, HHW
- Municipally managed organics collection from commercial generators
- Reuse initiatives
- Diversion of textiles, carpet, film plastics, surplus building materials, furniture, wood, mattresses, household hazardous waste or other difficult-to-recycle materials;

# Organics Capacity Projects

Goal: build capacity for composting food waste

- Anaerobic digestion facilities that accept source separated food waste
- Other food waste composting operations (windrow, aerated static pile, added to existing yard waste composting sites)
- Up to \$500,000 per project (multi-year grant)
- Must be on municipal or state land (including public waste water treatment facilities)
- Public/private partnerships encouraged

# Organics Funding

## Eligible Organics Capacity Projects:

- Expansion of existing leaf and yard waste composting operations to include source separated food waste;
- New operations that will process source separated organics (including slurring, anaerobic digestion, composting);
- Improving the efficiency of an existing operation that handles source separated food waste.

## Use of Funds:

- Minimum of 85% for capital costs, ex: construction, site improvements and equipment
- Non-capital costs including planning, site assessment, design, engineering and permitting

# Organics-to-Energy Projects

Other funding sources (for financial and technical assistance):

- Mass Clean Energy Center, MassDevelopment, Mass DOER, others
- Must be organics-to-energy project
- Complete funding list on MassDEP's website:

<http://www.mass.gov/eea/agencies/massdep/recycle/grants/>

Call Greg Cooper to discuss your organics project:

617-292-5988

# Waste Reduction/Organics Capacity Projects Application Process

- Call DEP to discuss project idea
- Download application from website: ***Mandatory Proposal Outline***
- Review evaluation criteria in Grant Guidance
- Prepare 4 to 8 page proposal – using the template provided
- Obtain support letters, as needed
- Attach proposal (MS Word file) to ReTRAC grant submittal
- Must be prepared to conduct project without dedicated MAC time

# Waste Reduction/Organics Capacity Projects Mandatory Proposal Outline

- Project Title
- Project Justification/Need
- Project Goals
- Work Plan
- Project Evaluation
- Key Personnel
- Letters of Support
- Budget and Narrative

# Small Scale Initiatives

To sustain existing waste reduction programs and facilitate new, low-cost initiatives

- Population based (seasonally adjusted)
- Must be waste reduction related expense
  - Compost bins, recycling bins
  - Public space recycling containers
  - Recycling education and outreach materials
  - Purchase and testing of green cleaning products or compostable foodservice ware
  - Local reuse initiatives
- Award amounts between \$500 and \$2000
- Funds must be spent by June 30, 2015

# Important Numbers

## **Recycling/Solid Waste Survey**

- Contact your MAC

## **Drop-off Equip & School Assistance**

- Ann McGovern  
617-292-5834

## **Enforcement Coordinator, Small-Scale, and ReTRAC**

- Emily Martin  
617-348-4004

## **Waste Reduction Projects and PAYT**

- Brooke Nash  
617-292-5984

## **Organics Capacity Projects**

- Greg Cooper  
617-292-5988

## **Recycling Carts, Recycling Dividends Program & general grant questions**

- Tina Klein  
617-292-5704

# How to Apply

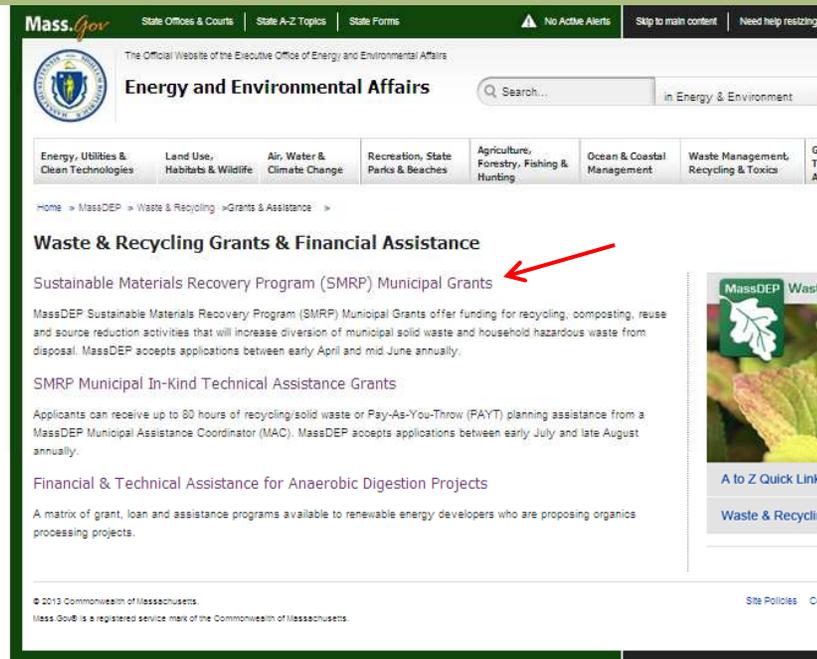
Steps outlined on the updated webpage:

<http://www.mass.gov/eea/agencies/massdep/recycle/grants/smrp-grants.html>

- Review Grant Application Guidance
- Verify that your municipality can meet Minimum Eligibility Criteria
- Submit a Grant Application
  - Re-TRAC Online Filing is required

# MassDEP's Grant Homepage

<http://www.mass.gov/eea/agencies/massdep/recycle/grants/smrp-grants.html>



Mass.gov State Offices & Courts State A-Z Topics State Forms No Active Alerts Skip to main content Need help reading text?

The Official Website of the Executive Office of Energy and Environmental Affairs

Energy and Environmental Affairs

Energy, Utilities & Clean Technologies Land Use, Habitats & Wildlife Air, Water & Climate Change Recreation, State Parks & Beaches Agriculture, Forestry, Fishing & Hunting Ocean & Coastal Management Waste Management, Recycling & Toxics

Home » MassDEP » Waste & Recycling » Grants & Assistance »

## Waste & Recycling Grants & Financial Assistance

[Sustainable Materials Recovery Program \(SMRP\) Municipal Grants](#)

MassDEP Sustainable Materials Recovery Program (SMRP) Municipal Grants offer funding for recycling, composting, reuse and source reduction activities that will increase diversion of municipal solid waste and household hazardous waste from disposal. MassDEP accepts applications between early April and mid June annually.

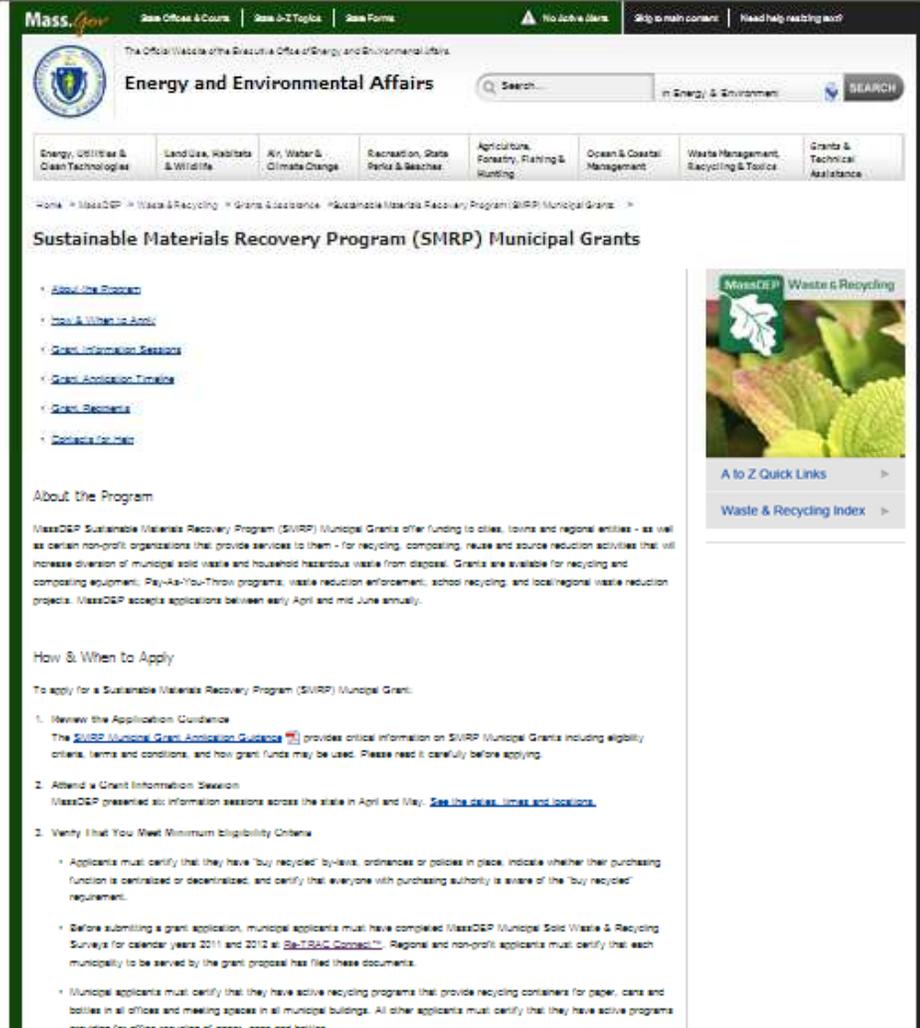
[SMRP Municipal In-Kind Technical Assistance Grants](#)

Applicants can receive up to 80 hours of recycling/solid waste or Pay-As-You-Throw (PAYT) planning assistance from a MassDEP Municipal Assistance Coordinator (MAC). MassDEP accepts applications between early July and late August annually.

[Financial & Technical Assistance for Anaerobic Digestion Projects](#)

A matrix of grant, loan and assistance programs available to renewable energy developers who are proposing organics processing projects.

© 2013 Commonwealth of Massachusetts. Mass.gov® is a registered service mark of the Commonwealth of Massachusetts. Site Policies Co



Mass.gov State Offices & Courts State A-Z Topics State Forms No Active Alerts Skip to main content Need help reading text?

The Official Website of the Executive Office of Energy and Environmental Affairs

Energy and Environmental Affairs

Energy, Utilities & Clean Technologies Land Use, Habitats & Wildlife Air, Water & Climate Change Recreation, State Parks & Beaches Agriculture, Forestry, Fishing & Hunting Ocean & Coastal Management Waste Management, Recycling & Toxics Grants & Technical Assistance

Home » MassDEP » Waste & Recycling » Grants & Assistance » Sustainable Materials Recovery Program (SMRP) Municipal Grants »

## Sustainable Materials Recovery Program (SMRP) Municipal Grants

- [About the Program](#)
- [How & When to Apply](#)
- [Grant Information Sessions](#)
- [Grant Application Timeline](#)
- [Grant Recipients](#)
- [Webinars for Help](#)

### About the Program

MassDEP Sustainable Materials Recovery Program (SMRP) Municipal Grants offer funding to cities, towns and regional entities - as well as certain non-profit organizations that provide services to them - for recycling, composting, reuse and source reduction activities that will increase diversion of municipal solid waste and household hazardous waste from disposal. Grants are available for recycling and composting equipment, Pay-As-You-Throw programs, waste reduction enforcement, school recycling, and local/regional waste reduction projects. MassDEP accepts applications between early April and mid June annually.

### How & When to Apply

To apply for a Sustainable Materials Recovery Program (SMRP) Municipal Grant:

- Review the Application Guidance**  
The [SMRP Municipal Grant Application Guidance](#) provides critical information on SMRP Municipal Grants including eligibility criteria, terms and conditions, and how grant funds may be used. Please read it carefully before applying.
- Attend a Grant Information Session**  
MassDEP presented an information sessions across the state in April and May. [See the dates, times and locations.](#)
- Verify that You Meet Minimum Eligibility Criteria**
  - Applicants must certify that they have "buy recycled" by-laws, ordinances or policies in place. Indicate whether their purchasing function is centralized or decentralized, and certify that everyone with purchasing authority is aware of the "buy recycled" requirement.
  - Before submitting a grant application, municipal applicants must have completed MassDEP Municipal Solid Waste & Recycling Surveys for calendar years 2011 and 2012 at [Re-TRAC](#). Regional and non-profit applicants must certify that each municipality to be served by the grant proposal has filed these documents.
  - Municipal applicants must certify that they have active recycling programs that provide recycling containers for paper, cans and bottles in all offices and meeting spaces in all municipal buildings. All other applicants must certify that they have active programs provided for office recycling of paper, cans and bottles.

MassDEP Waste & Recycling

[A to Z Quick Links](#)

[Waste & Recycling Index](#)

**What you can find  
on this website:**

Guidance Document

Contact Information

Sample Application

Link to Re-TRAC

# How to Apply, continued

- Who Can Submit?
  - Access to Re-TRAC Connect™ account
- If awarded, authorized signature from CEO required for Grant Agreement
- All awards are “reimbursement” awards except for Recycling Dividends Program



# Re-TRAC Log-in Screen

Re-TRAC Connect

Re-TRAC  
Connect

**Login**

Email

Password

Remember me

Login

**New to Re-TRAC Connect?**

Welcome! Register for your Free account, and see how Re-TRAC Connect enables you to achieve your goals.

Click here to register

[Forgot your password?](#)

[Need technical support?](#)

- <https://connect.re-trac.com/>
- Contact Emily Martin about changes to account holder

# Re-TRAC – Program Status

Dashboard

My Programs Add Organization

MassDEP Municipal Recycling Programs



Go

What are you here for?

- Report / Participate in Program
- Join Directories
- Track Data

Agawam

  
 Massachusetts Department of Environmental Protection

**Program Information**

- [Program Details](#)
- Program Status**
- [Program Forms](#)

**Host:**  
MassDEP, Bureau of Waste Prevention

**Website:**  
<http://www.mass.gov/dep/recycle/grant.sfi.htm>

## MassDEP Municipal Recycling Programs Status

AGAWAM

Click on the plus icon  to report or view information Legend

	2013	2012	2011
Recycling and Solid Waste Survey			
Application for In-Kind Technical Assistance			
- Sustainable Materials Recovery Program - Municipal Grant Application			
Overview and Certification of Minimum Eligibility Criteria Municipality			
SMART/PAYT Program Funds			
Waste Reduction Enforcement Coordinator			
Curbside Recycling/Organics Collection Carts			
Drop-off Recycling Equipment			
School Recycling Assistance			
Waste Reduction and Organics Capacity Projects			

# Re-TRAC Statuses



- Not started



- Saved with Error



- Saved Complete



- Submitted and Locked

- Must be **SUBMITTED** by the 11:59pm on June 11, 2014 to be considered

# Re-TRAC – Submit sequence

MassDEP Municipal Recycling Programs Status  
AGAWAM

Click on the plus icon + to report or view information

	2013	2012	2011
Recycling and Solid Waste Survey	+	✓	📁
Application for In-Kind Technical Assistance		+	
[-] Sustainable Materials Recovery Program - Municipal Grant Application			
Overview and Certification of Minimum Eligibility Criteria Municipality	✓		
SMART/PAYT Program Funds	+		
Waste Reduction Enforcement Coordinator	+		
Curbside Recycling/Organics Collection Carts	✓		
Drop-off Recycling Equipment	✓		
School Recycling Assistance	+		
Waste Reduction and Organics Capacity Projects	+		

1. Complete and **SUBMIT** both Recycling and Solid Waste Surveys

2. Complete and **SUBMIT** Certification of Minimum Eligibility Criteria