

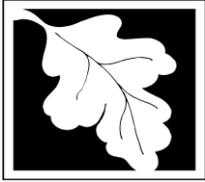


Massachusetts Department of Environmental Protection
Sustainable Materials Recovery Program
Municipal Application - Grant Guidance

This guidance document provides applicants with important information needed to apply for assistance through the Sustainable Materials Recovery Program (SMRP). Please review this document carefully before submitting an application. The Municipal SMRP application includes nine grant categories each of which is described in detail in this document. Each section defines the eligible applicants, maximum award amounts, how funds may be used, evaluation criteria, reimbursement requirements, terms and conditions, and MassDEP contact information.

Application Deadline: June 15, 2016

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SECTION ONE: Overview and Certification of Minimum Eligibility Criteria

Overview

The Sustainable Materials Recovery Program (SMRP) is designed to increase the diversion of materials from the solid waste stream through 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.

This is the **Grant Guidance for the Municipal Grant solicitation** which offers funding to Massachusetts cities, towns, regional government entities and certain non-profit organizations providing services to municipalities, for activities that will increase diversion of municipal solid waste and HHW from disposal.

Eligible Applicants:

Read each section carefully to determine eligibility. The following entities are eligible to apply for one or more categories within this grant application.

- Individual Massachusetts municipalities
- Regional governmental entities with legislative authorization may apply for certain 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.
- Non-profit organizations organized under Section 501(c)(3) of the Internal Revenue Code and registered with the Massachusetts Attorney General, Non-Profit/Public Charities Division may apply for Waste Reduction Projects (Section 8) that will assist Massachusetts municipalities and residents.

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 Re-TRAC Connect™ accounts. If you have forgotten your login information, contact Janine Delaney (contact information below).
 - Regional authorities and non-profit organizations that do not have an account will first “Register” with Re-TRAC Connect™ and then “Join” the MassDEP program no later than two weeks prior to the grant deadline. Detailed instructions can be found in the Re-TRAC Connect™ User Guide on the SMRP grant webpage.
- A reference copy of the SMRP grant application is available at: <http://mass.gov/eea/agencies/massdep/recycle/grants/smrp-grants.html>. You may print it to use as a reference. Do not attempt to file this reference version in any format. MassDEP will **not** accept paper copies by mail or fax and will **not** accept electronic applications submitted as an attachment to an email.

Certification of Minimum Eligibility Criteria:

As a condition for receiving grant funds, grantees must comply with the certification requirements as described below. During the grant submittal process, the applicant will be prompted to certify the accuracy of the information provided.

1. Buy Recycled Policy

- The applicant must have a Buy Recycled Policy in place and certify that all purchasing staff are knowledgeable about the policy.
- 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 Buy Recycled Policy.

- **NEW THIS YEAR:** The applicant will be prompted to attach a copy of this communication. To be eligible the communication must be within the current fiscal year.
- 2. Municipal Recycling Data Reporting**
 - A municipal applicant must have filed via Re-TRAC Connect™, at the time the application is submitted, completed CY2014 and CY2015 Municipal Recycling and Solid Waste Surveys.
 - A regional entity or non-profit organization must insure that each municipality supported by the grant application has filed completed CY2014 and CY2015 Municipal Recycling and Solid Waste Surveys.
 - 3. Recycling in Practice**
 - Municipal applicants must certify that paper, cardboard, bottle and can recycling is available in all municipal buildings (excluding schools), or will be within 30 days of award notification.
 - Regional entities and non-profit organizations must certify that paper, cardboard, bottle and can recycling is available in all its offices and meeting spaces.
 - 4. Authorization to Submit Application**
 - The person submitting the application must certify that s/he is authorized to apply for grants from the Commonwealth, or has notified the appropriate official with such authorization. Once awards have been made, each grantee will enter into a contract with MassDEP which will be signed by the official authorized to accept grants from the state.

Evaluation criteria:

Applications will be evaluated on criteria that may include, but not be limited to:

- Information provided on Recycling and Solid Waste Program Surveys
- Information provided on the grant application
- Demonstrated need and likelihood of success
- Past grant performance including outstanding grant requirements
- Alignment with MassDEP's priorities as outlined in the grant application and MassDEP's Solid Waste Master Plan
- Other criteria as determined by MassDEP

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 Agreement consisting of additional terms and conditions, scope of work and budget. With the exception of the Recycling Dividends Program (RDP), grant awards will be distributed on a reimbursement basis based on actual costs, and terms contained in the Grant Agreement.
- Reimbursable expenses must be incurred after the application submittal date and after a Master Agreement contract is fully executed by both parties.
- A detailed explanation of the documentation required for reimbursement is described for each program category. Without the required documentation reimbursement will not be possible.
- Outstanding MassDEP compliance issues, including past due required reports, may not disqualify a municipality from receiving an award. HOWEVER, any such award may be conditioned upon the satisfactory resolution of said compliance issue.

Timeline:

- Application release date: April 4, 2016
- Grant Information Webinars
 - April 6th – Grant opportunities appropriate for municipalities with Drop-off solid waste services
 - April 14th – Grant opportunities appropriate for municipalities with Curbside solid waste services
- **Application Deadline: Application must be received by 11:59pm on June 15, 2016.**
- Anticipated award date: September 2016

For more information on the Sustainable Materials Recovery Program contact:

Tina Klein at tina.klein@state.ma.us or by phone at (617) 292-5704

For more information on using Re-TRAC Connect™. contact:

Janine Delaney at Janine.Delaney@state.ma.us or by phone at (617) 348-4004



SECTION TWO: Mattress Recycling Incentive

Overview

The purpose of this grant is to increase the reuse and recycling of discarded mattresses and box springs from the residential waste stream. At present, most mattresses are sent for disposal due to limited recycling markets and high costs. To promote recycling, MassDEP has contracted with three mattress recycling vendors through a competitive state bid process. Municipalities that receive this grant will place residential mattresses in a separate roll-off or other container. MassDEP will assign each grantee to a state recycling vendor who will pick up the mattresses at the municipal collection site and transport them to their recycling facility. MassDEP will pay the vendor directly for the transportation and recycling of residential mattresses for up to two years.

Some municipalities charge residents a fee for disposal of bulky items including mattresses. This grant has a fee policy intended to prevent the municipality from earning a profit while MassDEP is subsidizing mattress recycling, unless the fee revenue will allow the municipality to continue recycling mattresses after the grant ends. Grantees may not charge more than \$5 per mattress accepted at a drop-off during the grant period, unless the grantee commits to recycling mattresses for at least twelve months after the grant ends. Grantees that collect mattresses curbside for recycling will be permitted to charge a higher fee, subject to approval by MassDEP. Grantees that are required to provide a storage container may be permitted to charge a higher fee, subject to MassDEP approval.

Grantees are responsible for insuring compliance with all MassDEP regulations and permits. Prior to placing a collection container at a site-assigned facility the grantee should contact their MassDEP Regional Office.

Eligible Applicants:

- This grant item is available to municipal applicants.
- Municipalities interested in hosting a regional collection site are encouraged to apply, but must identify all anticipated partner municipalities in their application. If the collection site is already accessible by residents of other municipalities, applicant must select “YES” in application question two and provide the names of all municipalities with access.
- Municipalities with curbside collection must have a residential drop-off/transfer station or a bulky waste collection system that insures mattresses will not be collected with municipal solid waste.
- **Applicants that currently collect mattresses at the curb for disposal rather than recycling must contact MassDEP to discuss eligibility before applying for this grant.**

Grant Award Amount:

- Mattress hauling and processing costs will be paid directly to the DEP-assigned Recycler. The value of the grant depends on the amount of material the grantee collects during the grant period. There is no limit on the number of mattresses a grantee may collect.
- In most cases, MassDEP will provide grantees with either a rented collection container for the duration of the grant, or funds to purchase a container. In some cases the municipality may be required to provide their own container.

Use of Grant Funds:

- MassDEP will pay the Recycler directly for container rental (if awarded), transportation, and recycling.
- This grant does not cover processing of mattresses received from commercial sources (i.e. institutions, hotels, universities or private haulers).
- Unless awarded as a regional collection site, only mattresses discarded by residents of the grantee municipality may be included in this collection program.
- Costs associated with curbside collection are not covered under this grant; mattresses collected at the curb must be aggregated prior to collection by the Recycler.

Evaluation Criteria:

The following will be viewed favorably in the evaluation process:

- Applicants that plan to prohibit the disposal of mattresses as trash;
- Communities with populations large enough to generate a significant volume;
- Communities from which very low volumes are anticipated may be required to rent or purchase their own collection container in order to participate in the grant program.

Application Clarifications

Additional explanation for specific application questions

Q2: Would your municipality be interested in serving as a regional collection site, allowing other municipalities and/or their residents to tip mattresses for a fee? If yes, list all municipalities...

All municipalities listed here that will partner with the applicant for regional collection must have submitted Recycling and Solid Waste Surveys to MassDEP for the previous two calendar years. Answering this question does not guarantee a regional award. If a preexisting agreement makes your municipality's collection facility regional, all regional partners must meet this survey requirement, or collection will be limited to residents of the grantee municipality only.

Q8: Will the municipality institute a policy prohibiting the disposal of mattresses? If yes, how will you publicize and enforce it? (e.g., direct mailing to residents; instruct hauler to leave at curb; monitor disposal activity at transfer station)

A municipality that enforces a policy prohibiting the disposal of mattresses can logically expect to collect more material than a municipality without a policy.

Enforcing a disposal prohibition is not a requirement of the grant, but will be viewed favorably during the evaluation process.

Please explain how the disposal prohibition will be communicated. Stricter enforcement will yield more diversion and may apply to users of the drop-off as well as residents served by private subscription.

Q9: Check all collection methods that apply:

If mattresses are collected both curbside and at a drop-off, select more than one checkbox in question 9. Applicants that collect mattresses curbside for disposal as trash must select "Other" and describe their program, including any fees charged to the resident.

For more information on Mattress Recycling, please contact:

Lydia Meintel-Wade

617-556-1011

Lydia.Meintel-Wade@state.ma.us



SECTION THREE: Save-Money-and-Reduce-Trash/Pay-As-You-Throw Program Funds

Overview

In a Save-Money-and-Reduce-Trash (SMART) or Pay-As-You-Throw (PAYT) solid waste program, residents purchase preprinted bags for disposal of trash, thereby paying directly for the amount of solid waste they generate. There is no direct fee for recycling. This creates a direct economic incentive to recycle more and to generate less waste. MassDEP is offering start-up funds for new SMART/PAYT program implementation and funds for specific program upgrades. If your municipality is planning to implement SMART/PAYT within the next 12 months, it is recommended that you apply in this category.

Eligible applicants:

- This grant item is available to municipal applicants for their new drop-off SMART/PAYT program or new curbside SMART/PAYT program.
- A municipality with an existing SMART/PAYT program may apply for a “program upgrade” as described in the Grant Award Amount section below.

Not eligible

- SMART/PAYT programs that begin prior to the submittal of a complete and qualifying grant application will not be eligible for funding.
- Sticker and punch-card programs are not eligible for funding, except for an upgrade to a bag program.

Grant Award Amount:

Grant awards will be calculated based on the number of households served by the SMART/PAYT program. The maximum award value is \$300,000. Awards over \$50,000 may be disbursed over two fiscal years. The amount awarded per household will be based on the type of SMART/PAYT program being implemented as described below.

New Drop-off SMART/PAYT Program: Per household award	\$10
New Curbside SMART/PAYT Program: a. With ONE bag/barrel free b. With NO bags/barrels free c. With one 35-gallon automated trash cart d. With one 64-gallon automated trash cart collected every other week	\$10, OR \$20, OR \$30, OR \$10
Upgrades to Existing SMART/PAYT Programs: a. Convert from one bag/barrel free to no-bags/barrels free b. Provide each household with automated trash cart of 35-gallon capacity or smaller c. Transition from a sticker program to a bag program	\$5, OR \$15, OR \$5

Special Notes

1. If a municipality implements a “variable rate “ cart program, in which residents are charged for trash collection based on the cart size they choose (i.e. 35 gallon, 64 gallon, 95 gallon), the per household award will apply only to those households using a cart size of 35-gallons or less.
2. Municipalities that utilize 64-gallon carts for trash collection and require all trash in the cart to be placed in official PAYT trash bags will qualify for a “No bags free” PAYT award (\$20/household served).

3. Municipalities that apply for, and are awarded in both the *SMART/PAYT funds* and *wheeled carts categories* in the same year or consecutive years may be limited to a combined maximum award of \$400,000.
4. In Drop-off SMART/PAYT Programs the grant award will be based on the number of households purchasing access (e.g., through a transfer station sticker) to the drop-off location.
5. Municipalities that switch from private subscription solid waste services to a curbside SMART/PAYT program would receive an initial award based on the municipality's estimate of the households to be served by the town-provided program. Actual award disbursements will be phased and will be based on actual households participating in the program.

Use of Grant Funds:

- SMART/PAYT funds may be used to fund the costs of bags, educational materials, a program coordinator, recycling containers and other MassDEP approved program start-up costs.
- Funding may **not** be used to pay for the disposal of solid waste or recyclables processing.
- Requests for reimbursement must be accompanied by receipts and/or invoices for each expense to be reimbursed.

Evaluation Criteria:

- Grant funds are conditioned upon meeting and documenting the program terms and conditions, described below.
- Implementation of new SMART/PAYT programs will be prioritized over "program upgrades" described in the "Grant Award Amount" section above.

Implementation Milestones

For each implementation milestone listed in the application, the applicant will indicate whether the municipality has taken this step or not. If the milestone has not been reached, the applicant will be required to indicate a target completion date in order for the form to save without errors. Target Completion Dates must be a future date and should occur prior to the Program Start Date indicated in question #3.

If awarded, the applicant will be required to provide a detailed implementation plan and written verification that the program has been approved and budgeted for by the appropriate decision-making body.

Acknowledgment

This section outlines the terms and conditions of a SMART/PAYT grant. The applicant is required to acknowledge that s/he has read and understands the criteria below. If SMART/PAYT Funds are awarded, a municipality will be required to demonstrate that these criteria have been met. A contract will be executed delineating all requirements. These include:

- The municipality will operate the SMART/PAYT program for a minimum of two years or more; at MassDEP's discretion, the minimum program duration may be longer, depending on the size of the award.
- Set a fee structure that insures: (1) fixed solid waste collection costs will be substantially covered through the tax base or another funding source such as a flat fee, and (2) variable costs will be covered by retail cost of the SMART/PAYT bag.
- Provide no more than one free bag or container per household per week, with bag/container volume not exceeding 35 gallons.
- Provide a detailed implementation plan and timeline for the SMART/PAYT program and written verification that the program has been approved and budgeted for by the appropriate decision-making body (i.e. Board of Health, Board of Selectmen, Town Meeting, City Council).
- Curbside municipalities must provide weekly collection of recyclables or provide a second or larger recycling bin (capacity equal to or greater than 32 gal/week, so if the program has bi-weekly pickup, the municipality must provide capacity equal to or greater than 64/gal). This criterion can be met by providing "RECYCLE" stickers to residents, (free of charge), allowing residents to use these stickers on their own containers, and arranging with the recycling hauler to collect recycling from properly labeled containers.
- Private trash haulers must be required, through ordinance, bylaw, or Board of Health hauler regulation, to provide integrated solid waste and recycling services to residential customers for one bundled price. (i.e., all customers receive recycling collection with trash collection.) The purpose of this requirement is to level the playing field and minimize the number of households

opting out of the municipal SMART/PAYT program. This requirement will be waived for curbside SMART/PAYT programs that allow residents to dispose of one bag or barrel free each week as households are less likely to opt out of this type of program.

- A municipality proposing a multi-family SMART/PAYT program will be required to approve an ordinance or bylaw requiring multi-family property owner and resident participation.
- Each grantee will be required to submit quarterly recycling and solid waste tonnage data for the two years following SMART/PAYT start-up. In addition, grantees must submit two annual reports, in a format provided by the Department, describing the program implementation, challenges, and lessons learned.

For more information on SMART/PAYT grants, please contact:

Janine Delaney 617-348-4004

Janine.Delaney@state.ma.us



SECTION FOUR: Waste Reduction Enforcement Coordinator

Overview

Enforcing a local mandatory recycling bylaw or ordinance, or a limit on the number of trash barrels collected per household, has been shown to decrease solid waste tonnage by up to 15% within one year. Municipalities that have actively enforced mandatory recycling or trash limits, thereby significantly reducing trash tonnage, have realized enough savings to pay for an Enforcement Coordinator position after grant funding ends. This grant provides funding to individual municipal applicants to hire a new Enforcement Coordinator to enforce one or more of the waste reduction program options listed below. Grant funds will cover a full or part-time dedicated Enforcement Coordinator with a minimum pay rate of \$15/hour, not to exceed \$50,000 for a full-time position or \$25,000 for a part-time position. Grant funding is typically provided over an 18-24 month period.

Eligible applicants:

- Applicants must focus on curbside collection of trash and recycling.
- Applicants that do not have a mandatory recycling bylaw, ordinance, or regulation which includes a penalty structure for households and/or haulers not in compliance with the program and who are awarded a grant, MUST adopt such regulation before a Grant Agreement will be issued and before the enforcement coordinator is hired. A copy of the bylaw, ordinance or regulation must be provided to MassDEP.

Waste Reduction Program Options: (choose one or more):

In addition to the optional waste reduction program options selected, the Enforcement Coordinator will enforce mandatory recycling in accordance with the adopted bylaw, ordinance or regulation

- Increase compliance with recycling rules to reduce contamination
- Enforce resident and hauler compliance in an existing Save-Money-and-Reduce-Trash or Pay-As-You-Throw (SMART/PAYT) program
- Enforce resident compliance with single-stream recycling in a non-SMART/PAYT program
- Enforce trash limits (limit on number of trash barrels/bags collected per household per week)
- Enforce private hauler regulation, bylaw, or ordinance that requires solid waste and recycling services to be offered at one bundled price

The coordinator will conduct the following activities:

- Establish baseline residential recycling participation data for three hauler collection routes (for applicable program options)
- Implement the enforcement protocol outlined in the grantee’s approved Implementation Plan., including fining for non-compliance.
- Conduct education about the enforcement initiative
- Monitor collection routes, record non-compliant addresses or persons, and distribute enforcement notices
- Compile data monthly and report quarterly results of the enforcement initiative to MassDEP
- Conduct a cost-benefit analysis to determine the enforcement program’s impact on trash and recycling tonnage and municipal solid waste disposal costs.

Grant Award Amount:

Applicant population < 25,000part-time coordinator.....maximum \$25,000 MassDEP funds
Applicant population >= 25,000full-time coordinator.....maximum \$50,000 MassDEP funds

Note: full-time means a minimum of 32 hours per week

In the event that a grantee is obligated to provide benefits when hiring a full-time Coordinator, MassDEP may provide a benefits stipend (amount to be negotiated).

Evaluation Criteria:

In addition to the general criteria in Section One (Overview) the following factors will count favorably in the evaluation process:

- Municipalities providing greater than 25% matching funds (explained further in “Funds Requested” section)
- Municipalities with a recycling ordinance, bylaw or regulation in place that already includes a fining structure

Terms and Conditions:

- Awardees will sign a contract which will include (but not be limited to) the requirements outlined in the coordinator activities section (above) and the use of funds section (below).
- Awardees must attend a workshop conducted by MassDEP on implementing a successful enforcement program. This workshop will take place within two months of the grant award announcement.
- **Recycling Dividends Program (RDP) funding may not be used towards the municipal matching funds requirement. RDP funding can be used to maintain the WREC position after WREC grant funding has expired.**
- Awardees must develop an implementation plan that outlines the following:
 1. Collection routes and selected baseline routes;
 2. Outreach program to notify residents of the recycling enforcement program;
 3. Enforcement protocol (i.e. how non-compliant households will be notified, whether a warning(s) will be issued prior to imposition of fines, etc.) covering entire municipality;
 4. Budget describing the use of grant funds and the schedule for expending matching fund amount indicated on grant application;
 5. Timeline with key tasks and milestones.

Use of Grant Funds:

Funds must be used to implement an enforcement program with a **new** enforcement coordinator. MassDEP may participate in the coordinator hiring decision, and the final decision may be subject to approval by MassDEP. Funding provided will be disbursed over a period of 18-24 months. Funds *may not* be used to conduct general recycling program duties, pay for an existing enforcement coordinator or to enforce other violations not expressly documented in the implementation plan.

Funds Requested:

The grant application is structured to ensure that the budget section inputs meet the following criteria:

- the applicant is not requesting more funding than allowed, based on the population entered;
- the sum of “MassDEP Funds Requested” equals the amount requested;
- at least 80% of the MassDEP Funds Requested is allocated to Coordinator’s salary. This means that the sum of the mileage expense, materials and other expenses, in the MassDEP Funds Requested column must be no more than 20% of the total requested amount;
- the total matching contribution (the sum of the “Match Funds” column) is at least 25% of the amount requested. **Please note:** the applicant may spread its matching obligation over the full timeframe of the grant, or may supply the full matching funds in the second year of the grant.

Sample Budget	DEP Funds Requested	Match Funds	Total
Coordinator’s salary	\$45,000	\$10,000	\$55,000
Mileage expense	\$1,000	\$0	\$1,000
Enforcement and education materials	\$3,000	\$2,500	\$5,500

Other expenses**	\$1,000	\$2,500	\$3,500
TOTAL	\$50,000	\$15,000	\$65,000

**MassDEP *may* allow the use of up to \$500 of awarded grant funds for the purchase of an iPad or similar device, depending on whether it fits into the budget outlined in your Implementation Plan.

In addition to the funds requested above, this grant provides up to \$1,500 per year (for up to 2 years) to grantees who purchase or develop a MassDEP-approved GIS-based mobile application for tracking residential compliance rates and other relevant data in the field. This type of tool is extremely useful for Enforcement Coordinators, and can make their processes for tracking and enforcing much more efficient. Any additional expenses would have to be covered by your municipality.

Base questions for developing a GIS-based mobile application:

- 1) Initials of individual performing survey?
- 2) Recycling Out? - <Yes/No>
- 2) Trash Limit Exceeded? - <Yes/No>
- 3) Recyclables Mixed with Trash? - <Yes/No>
- 4) Any bulk items? - <Yes/No>
- 7) What is the bulk item? - <text entry>
- 8) Day Color? <Red, Blue, Green> (for munis with bi-weekly recycling collection)
- 9) Day? (M, T, W, Th, F)
- 10) Date of First Warning? - <date entry>
- 11) Date of Second Warning? - <date entry>
- 12) Comments? - <text entry>
- 13) Ticket Issued? - <date entry>
- 14) Picture? - <take photo>

For more information on Waste Reduction Enforcement Coordinator grants please contact:

Janine Delaney
617-348-4004

Janine.Delaney@state.ma.us



SECTION FIVE: Curbside Recycling/Organics Collection Carts

Overview

This grant will assist municipalities with the purchase of wheeled carts for the implementation or expansion of a curbside wheeled cart program for single stream or dual stream recycling. Carts may also be used for recycling collection from multi-family buildings and small businesses that are served by the municipal solid waste/recycling program, and for curbside collection of organics (food waste). Applicants must select one category and may also request funding for in-molded recycling instruction labels that are adhered to the cart lid by the manufacturer.

Eligible Applicants:

- This grant item is available to municipal applicants only.
- Minimum Eligibility Criterion for Recycling Carts: The municipality must limit the amount of trash allowed per household per week to two 32-gallon bags or containers of equivalent capacity. For example, a municipality that provides each household a 64-gallon cart for trash is eligible. Municipalities that require all household trash be placed in official SMART/PAYT bags are exempt from this criterion. A municipality that collects unlimited amounts of trash is INELIGIBLE for this grant.

Grant award amount:

- For recycling carts, the per cart award amount and maximum award amount will be based on the weekly trash limit imposed on households
 - \$10 per cart when the trash limit does not exceed 64-gallons weekly; maximum award is \$100,000
 - \$20 per cart when the trash limit does not exceed 35-gallons weekly; maximum award is \$200,000. Municipalities that have implemented a SMART/PAYT program (no bags free or one bag free) would be eligible at this level
- For organics carts, \$20 per cart will be awarded; maximum award is \$100,000 (No trash limits are required). In addition, for pilot programs only, an additional \$10 per household (up to 1000 household pilot) will be awarded. These Implementation Start-up funds are to offset start-up costs, including increased collection costs, if any, and incremental cost to tip organics at a composting facility if it exceeds solid waste tip fee, if any.
- Actual reimbursement amount will be based on the number of carts or containers purchased, not to exceed one cart per household served.
- Awards may be contingent on submission of an Implementation Plan

Use of Grant Funds:

- Grant may be used to offset the cost of carts purchased either by the municipality or by its contracted recycling or organics hauler.
- If the hauler purchases the carts, the municipality's contract with the hauler must specify that the municipality takes ownership of the carts at the end of the contract.
- Requests for reimbursement must be submitted to MassDEP December 31, 2017.
- Equipment purchased under this grant must either:
 1. be purchased off State Contract FAC87 (Massachusetts State Contract for Recycling Containers, Compost Bins and Rain Barrels). FAC87 Price Sheet can be found at <http://www.mass.gov/eea/docs/dep/recycle/reduce/06-thru-1/fac87.xls> .

OR

2. adhere to the following minimums for recycled content
 - Wheeled carts – 30%
 - Curbside compost collection containers – 30%
- Wheeled carts for recycling must be a minimum of 64 gallons for weekly collection and 95 gallons for bi-weekly collection.

- Collection containers for source separated food waste must be a minimum of 10 gallons
- All equipment purchased must have a minimum warranty of 5 years
- Purchasing a combination of cart sizes is allowable

Not Eligible

- Funds may not be used for the purchase of carts for automated or semi-automated collection of trash.

Reimbursement requirements will include:

- Proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price, extended price and shipping costs if any.
- If plastic carts purchased are not listed in State Contract FAC87, certification from the vendor that the product contains a minimum of 30% recycled content.
- If equipment cost is rolled into the cost of the municipal recycling collection contract, a copy of the signed contract must be provided to insure contracting requirements have been met.
- Organics collection Carts must be hot-stamped with MassDEP’s logo and “Funded by a grant from MassDEP”.

Evaluation Criteria:

In addition to the general criteria in Section One (Overview) the following factors will be viewed favorably in the evaluation process:

- Readiness to implement project
- Demonstrated understanding of the steps remaining to implement the proposed program

Wheeled carts for municipal recycling collection program

These carts are for the implementation of single stream or dual stream curbside recycling for single-family and multi-family residents served by the municipal solid waste program, and for recycling at small businesses served by the municipal solid waste program. Carts may be used at municipal buildings (library, fire/police station, town hall, etc.). Individual schools that need recycling carts should apply through the MassDEP Green Team www.thegreenteam.org. District-wide school initiatives should request funding for carts under the School Recycling Assistance section of this grant application.

Grantees are responsible for keeping track of the location of the carts distributed to multi-family residences and businesses for the duration of the grant agreement.

Additional explanation for specific application questions

Q1: Program Scope:

New town-wide program means introducing cart collection to the households and/or businesses served by the municipal contract. For example, a municipality may currently collect trash from some businesses, and may want to make curbside recycling available to those same businesses.

New pilot program means cart collection is being introduced to a limited number of residents or businesses in order to test the feasibility and/or cost, and to determine if full-scale implementation is feasible. For example, offering single-stream recycling in carts to one or two collection routes with the intention of expanding to all service recipients if the pilot program is successful.

Expansion (enhancement) of an existing program means the municipality already provides cart collection to some households and will be expanding the service area. For example, the municipality piloted single-stream recycling collection and plans to expand to serve all eligible households.

Q2: Indicate how the carts will be used – check all that apply

- Single-family
- Multi-family
- Businesses

If Single-family and/or Multi-family are(is) selected, you will be prompted with additional questions.

How many households will this recycling program serve?

This question should be answered in the context of your answer to Q1. For example, if you indicate “Pilot Program” in Q1, then answer this question with the number(s) to be included in the pilot.

How many carts does the municipality or its hauler intend to purchase?

The answer to this question cannot exceed the number of households that will be served.

If Businesses is selected, you will be prompted with additional questions.

How many businesses will this recycling program serve?

This question should be answered in the context of your answer to Q1. For example, if you indicate “Pilot Program” in Q1, then answer this question with the number(s) to be included in the pilot.

How many carts do the municipality or its hauler intend to purchase?

Q4 – Q6: TRASH LIMITS: The answers to 4, 5, and 6 all have to do with how your municipality limits the amount of trash that can be put curbside by residents each week.

In question 4, indicate if/how residents will dispose of trash in excess of the trash limit (i.e. no excess trash is collected, PAYT overflow bags, a second cart that carries and annual fee).

If you indicate in question 5 that this trash limit is codified in an ordinance, by-law or hauler contract, and MassDEP does not already have a copy of this document on file, MassDEP will contact your municipality to request a copy before proceeding with the evaluation process. Not providing a copy of this document upon request may disqualify the applicant from consideration.

Q7 – Q9: The answers to these questions will demonstrate the applicant’s preparedness to implement and fund the proposed program. Because the grant covers only a portion of the cart cost, the applicant should be clear about how the balance of the cart cost will be covered. Applicants are encouraged to be as realistic as possible, keeping in mind that funding will not expire at the end of a fiscal year.

Wheeled carts for curbside food waste collection program

This grant will provide funds for the purchase of carts to be used by residents for the curbside collection of source separated food waste. Municipalities will be reimbursed up to \$20 per cart with a maximum award of \$100,000. Carts may also be distributed to businesses participating in the food waste collection program. Terms and conditions will be outlined in the grant agreement.

Food waste is the primary focus of this grant item. If, however, a grantee would like to purchase a cart or other container large enough to accommodate leaf and yard waste ***in addition to food waste***, that would be permissible provided that their compost facility is permitted to accept both yard waste and food waste. The collection of separated food waste must continue year-round. If the municipality also collects leaf and yard waste for a portion of the year, carts may be sized and used for this combined purpose.

Additional explanation for specific application questions

Q1: Program Scope:

New town-wide program means introducing a service to households and/or businesses served by the municipal contract. For example, a municipality may currently collect trash from some businesses, and may want to make curbside organics collection available to those same businesses.

New pilot program means a new service is being introduced to a limited number of residents or businesses in order to test the feasibility and/or cost, and to determine if full-scale implementation is feasible. For example, offering organics collection to one or two collection routes with the intention of expanding to all households if the pilot program is successful.

Expansion of an existing program means the municipality already provides this service to certain households and will be expanding the service area. For example, the municipality piloted curbside organics collection and is now expanding the service to another collection route or to the rest of the town.

Q2: How many households/businesses will the program serve?

This question should be answered in the context of your answer to Q1. For example, if you indicate "Pilot Program" in Q1, then answer this question with the number(s) to be included in the pilot.

Q5: Has the composting location been selected?

If yes, provide the name of a facility currently permitted to accept food waste. If no, provide the date by which the composting location will be determined and explain the steps remaining as part of Q9.

For assistance locating a composting facility, contact Ann McGovern at 617-292-5834 or Ann.McGovern@state.ma.us

In-Molded Recycling Instruction Labels

MassDEP will provide an additional \$1 per cart, for the first 10,000 recycling carts or the first 5,000 food waste carts, to municipalities that purchase carts with an in-molded label on the lid which provides detailed instructions on how and what to recycle. An in-molded label is laminated to the cart lid by heat treatment during the manufacturing process. Sample artwork for labels is available.

Reimbursement requirements:

- MassDEP must approve the label design in order to be eligible for reimbursement.
- Labels or stickers placed on carts after manufacture will NOT be funded

For more information on Curbside Recycling Collection Carts, please contact:

Lydia Meintel-Wade, 617-556-1011, Lydia.Meintel-Wade@state.ma.us

For more information on Curbside Organics Collection Carts, please contact:

Ann McGovern, 617-292-5834, Ann.McGovern@state.ma.us



SECTION SIX: Drop-off Recycling / Organics Collection Equipment

Overview

This grant will assist municipalities with establishing or expanding diversion programs for targeted materials at a municipal recycling drop-off or transfer station (“facility”). Grants provide for the purchase of on-site containers, compactors, sheds or structures for the material categories in the table below. Applicants may also request funding for education materials to promote the program.

The applicant is responsible for insuring compliance with all MassDEP regulations and permits. Applicants must contact the appropriate MassDEP Regional Office prior to placing new containers or equipment at a site assigned facility. Applicants for new food waste collection programs must also notify their local Board of Health prior to start-up. Additional requirements apply to applicants establishing a new Universal Waste collection program.

Eligible Applicants:

- This grant item is available to municipal applicants only
- A municipality with access to a Material Separation Plan through its waste disposal contract is not eligible for a Universal Waste shed.

Target Materials and Grant Award Amount:

<u>Equipment</u>	<u>Grant Award Up To:</u>	<u>Target Material</u>
Dumpster or Carts	\$1,500*	Source separated food waste
40 CY Open Top Roll-Off	\$5,500**	Source separated construction/demolition wood
		Bulky rigid plastics
Compactor	\$7,500	Cardboard
		Single-stream recycling
		Mixed paper that includes corrugated cardboard
Shed (minimum of 80 square feet)	\$3,000	Universal Waste (fluorescent lamps, certain batteries and mercury containing devices (thermostats, thermometers, switches)
Shed or Other Enclosed Structure (minimum of 190 square feet)	\$6,000	ReUse Swap Shop

* For communities implementing a food waste collection program, the grant includes an additional \$2,500 to offset incremental program start-up costs. These funds may be used to subsidize food waste collection within the first two years of the program

** Grantees that cannot accommodate a 40 CY open top roll-off may be approved to purchase a 30 CY open-top roll-off with a maximum award of \$4,800.

Use of Grant Funds:

- Food waste equipment funds may be used for 65 gallon or larger containers located at the drop-off facility.
- ReUse Swap Shop funds may be used to purchase a shed or other type of weather-proof structure for the storage of reusable home goods and furnishings dropped off by residents for others to take.
- Actual reimbursement amount will be based on the cost of containers purchased, not to exceed amount awarded

Universal Waste Sheds ONLY:

- When collected and consolidated, universal waste must be managed according to the Universal Waste regulations at 310 CMR 30.1000.
<http://www.mass.gov/eea/docs/dep/service/regulations/310cmr30.pdf>
- Grantee may utilize a vendor on Massachusetts State Contract FAC 82 for Universal Waste collection and recycling. The cost of services will be borne by Grantee.
- The collection shed must be within sight of an attendant and open at least one day per month to accept Universal Waste from the municipality's residents. Small businesses may also drop off Universal Waste, at the discretion of the Grantee.
- If the Universal Waste Shed is placed at an existing municipal solid waste transfer station, the Grantee must file a certification 30 days PRIOR to placement of the shed as this is considered a modification in design and operation of the transfer station. Certification is not required for a Universal Waste shed placed at a non-solid waste site, like a DPW yard.

Funds may not be used for:

- Purchase of set-out bins (e.g., blue bins).
- Replacement of existing equipment.
- Purchase of kitchen scrap buckets or other residential food waste receptacles.
- Mercury collection and recycling

Reimbursement requirements:

- Evidence that the collection program is operational including:
 - actual program start date
 - destination of material collected
- Proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price, and shipping costs if any.
 - If equipment purchased is not specifically listed in State Contract FAC87, certification from the vendor that the product contains a minimum of 30% recycled content will be required for non-metal equipment (e.g., plastic carts).
- All equipment purchased in this grant category must be permanently labeled with MassDEP's logo and "Funded by a grant from MassDEP."
- Photo(s) of the equipment in place at the facility, including MassDEP labeling
- Requests for reimbursement must be submitted to MassDEP before the deadline stated on the checklist attached to the award letter.

Evaluation Criteria:

In addition to the general criteria described in Section One the following factors will be viewed favorably in the evaluation process:

- Facilities that are open to both residents and businesses
- Applicants that have identified a market for the target material(s)
- Applicants that plan to adopt/enforce a disposal prohibition on the target material(s)
- Requests for compactors will be evaluated on the tons of material collected and the projected savings from less frequent hauls of recyclables to market.
- A curbside trash/recycling municipality requesting a compactor for its drop-off facility must publicize and allow local businesses to deliver recyclables materials to the facility where the compactor is located.

Equipment Request Information

Additional explanation for specific application questions

Q2: Description of Program

Provide as much detail as possible. For example: Is this material being collected in another way? If so, explain. Is this a new program? How will you insure the success of the program?

If you are requesting a compactor, indicate the annual tonnage currently collected, the cost per haul, and the average number of hauls per month.

Q7: Will the municipality institute a policy prohibiting the disposal of the target material(s)? If yes, how will you publicize and enforce it? (e.g., direct mailing to residents; instruct hauler to leave at curb)

A municipality that enforces a policy prohibiting the disposal of the targeted material can logically expect to collect more material than a municipality without a policy.

Enforcing a disposal prohibition is not a requirement of the grant, but will be viewed favorably during the evaluation process.

Please explain how the disposal prohibition will be communicated. Stricter enforcement will yield more diversion and may apply to users of the drop-off as well as residents served by private subscription.

If requesting a shed for Universal Waste or a ReUse Swap Shop, this question does not apply. Select "No."

Q9: Have you identified a recycling company for the targeted material(s)?

It is not necessary to identify the final end market at the time the application is submitted, however, you will need to provide this information before the Grant Agreement is issued. If you have identified a hauler that will collect the food waste, please provide this information.

If requesting a shed for ReUse Swap Shop, this question does not apply. Select "No."

Educational Materials

MassDEP will subsidize educational materials to announce the new program supported by one of the equipment options above. A maximum of 50 cents per household served will be awarded, up to a \$1,000 per grantee, based on the number of facility users. Funds may be used for printing and mailing costs, container signage or other costs approved by MassDEP.

Reimbursement requirements:

- Educational materials must be printed on paper with a minimum of 30% recycled content
- Design must be approved by MassDEP prior to printing and include MassDEP recognition language
- Proof of purchase in the form of an invoice which lists the item purchased, item price, extended price and shipping costs if any
- Provide a copy of the education flyer, newsletter, etc.

For more information on Drop-off Recycling/Organics Collection Equipment, please contact:

Lydia Meintel-Wade, 617-556-1011, Lydia.Meintel-Wade@state.ma.us



SECTION SEVEN: School Recycling Assistance

Overview

This grant provides funding to a municipal or regional school district for implementation of a district-wide recycling program for paper, cardboard, bottles and cans in all schools and administrative offices. Applicants that have already established district-wide recycling may request funds to implement or expand an organics/food waste diversion program. The primary goal of this grant is to institutionalize recycling in all Massachusetts schools. Composting of organic material is a secondary goal for this program, but the majority of grant resources are planned to be used to institutionalize effective recycling programs. Programs implemented through this grant must be institutionalized and sustained after the grant funding ends. Applicants may apply for equipment and educational materials (Part One) and/or funds to pay staff for planning and implementation of sustainable school recycling programs (Part Two). Grant funds may not be used for ongoing operational costs or to initiate programs that cannot be sustained after grant funding ends. Priority will be given to applicants that include a letter of commitment to implementing a district-wide recycling program **with their application**, signed by the superintendent, facilities director, principals, municipal fire chief, and local board of health.

The maximum grant award (Part One and Part Two combined) is:

- \$30,000 for districts with student enrollment of less than 5,000;
- \$60,000 for districts with student enrollment of 5,000-9,999;
- \$100,000 for districts with student enrollment of 10,000 or more.

This grant may be implemented over a period of up to 3 years (but the total award will not exceed the amounts indicated above).

Eligible Applicants:

Applications for School Recycling Assistance will be accepted from:

- A municipality on behalf of its school district planning to implement a new recycling program district wide;
- A municipality on behalf of its school district planning to expand recycling district wide to those schools that do not have full recycling in place (i.e., recycling of all paper, cardboard, bottles & cans/beverage containers);
- A municipality on behalf of its school district that wishes to implement or expand an organics/food waste diversion program. Full recycling throughout the district must already be in place and effective before this grant may be used to initiate composting programs.
- Regional school districts must apply through a lead municipality.

Use of Grant Funds:

Equipment and Educational Materials:

- Recycling equipment necessary for school wide recycling in each school (such as recycling bins, wheeled collection carts, dollies);
- Composting equipment (collection containers, compost bins) for school districts planning to implement organics diversion or composting.
- Educational materials to promote and maintain the school recycling program and procedures (such as container decals, posters, instructional signs). Funds may be used for development and production (printing, laminating, etc.) of the materials;

Implementation Assistance:

- Stipend/funding for dedicated staff to plan and implement recycling or organics collection throughout the district. Funds may be used for existing staff, additional staff or contractors, but the funds may **not** be used for ongoing operating costs and the program must be sustained after the grant funds are expended.
- Grant monies are provided on a reimbursement basis.

Evaluation Criteria:

School Recycling Grant applications will be evaluated using the criteria found in Section One (Overview) and with the following additional criteria.

- **Sustainability:** The application provides sufficient information to assure that the school recycling program will become institutionalized and permanent after the grant funding is expended.

- **Documentation of commitment:** The applicant provides a letter of commitment to implementing a district-wide recycling program signed by the Superintendent, facilities director, principals (from each school), municipal fire chief and board of health. Sample language to include in the commitment letter: “We support the implementation of a district-wide recycling program for (paper, cardboard, bottles, cans, milk cartons) at each school in (name of district). If the school recycling grant is received from MassDEP, we will coordinate our efforts to support the initiation/expansion of the recycling program. After the recycling program is established, we will continue support it as an ongoing program within our school district after the grant funding ends.”
- **Mandatory School Recycling Policy:** Prior to expending funds, the School Committee or District must pass a Mandatory Recycling policy for the schools. Ideally the school recycling policy will include recyclables generated by students and staff, including the cafeteria. If this policy is passed by the time the grant application is submitted, applicant will be favorably evaluated.
- **Feasibility:** The application demonstrates a well-conceived approach to accomplishing the program and provides sufficient detail to support the plan. The items requested on the application support the proposal efficiently. The applicant indicates a realistic understanding of the existing and proposed school recycling efforts and can provide resources to help ensure the program succeeds. The roles, responsibilities, and qualifications of the designated program coordinator(s) are clearly identified. The applicant has a realistic plan for sustaining the program after grant funding ends.
- **Measurement/Evaluation:** The applicant has identified a reasonable method for tracking and evaluating the success of the school recycling program.
- **Budget:** For applicants requesting planning and implementation funds (Part Two), the proposed budget illustrates the applicant’s understanding of the resources needed to carry out the project. Resources (financial and/or in-kind) to be contributed by the applicant will increase the likelihood of the program’s success and such applications will be favorably evaluated. Applicants who can estimate potential cost savings will be favorably evaluated.
- **Size of request:** Applicants who propose the most efficient use of funding requested will be evaluated favorably.
- **Other criteria may include but not be limited to:** The number of students being served, existing or previous efforts that will support the program, such as participation in The Green Team, utilization of existing waste management systems (solid waste contract, custodial staff, etc.).

Additional information

Recycling equipment is available for purchase on Massachusetts state contract FAC87 (Massachusetts State Contract for Recycling Containers and Compost Bins), <http://www.mass.gov/eea/docs/dep/recycle/reduce/06-thru-l/fac87.xls>. Applicants may use pricing information from this contract to estimate costs for equipment needed. Equipment on FAC87 includes a variety of recycling bins, wheeled carts and compost bins.

Steps required following notification of grant award:

- Grantee completes a DEP-provided “School Recycling Checklist” and attaches their Commitment Letter and Mandatory School Recycling Policy.
- Grantee drafts Scope of Work that describes the project tasks, timeline, budget and deliverables. MassDEP approves Scope of Work and issues Grant Agreement
- Grant related expenditures shall not be incurred prior to execution of the Grant Agreement, unless approved by MassDEP.
- At least one representative from each school in the district must register with [The Green Team](#), a free Environmental Education and Recognition Program provided by MassDEP.

Training: Awardees will be eligible to receive technical assistance consisting of on-site planning and school walk-throughs with a DEP-assigned recycling consultant. Attendance by facility staff, business managers and administrators will be required.

Timeline: Timelines for implementing district-wide school recycling programs will vary, depending on the individual programs.

Terms and Conditions: Awardees will sign a contract with MassDEP which will include (but not be limited to) the requirements outlined in the use of funds section above.

For more information on School Recycling Assistance Grants, please contact:
Ann McGovern, 617-292-5834, Ann.McGovern@state.ma.us



SECTION EIGHT: Waste Reduction and Organics Capacity Projects

Overview

MassDEP is offering grants for local and regional projects in two categories: Waste Reduction and Organics Capacity. Successful proposals will be innovative, have value as a potential model, include a methodology for measuring results and will assist the Commonwealth in meeting its solid waste diversion goals. Projects must serve residents, businesses, public agencies, schools/institutions, or some combination thereof.

Applicants are STRONGLY encouraged to contact MassDEP staff to discuss proposals prior to submitting their application.

Waste Reduction Projects (WRP) are initiatives that will expand the scope or effectiveness of recycling, composting, reuse or household hazardous waste programs and have a grant request of not less than \$10,000 and not more than \$100,000, with one exception: Applicants seeking funds to establish a permanent Household Hazardous Waste (HHW) Collection Center may request up to \$250,000. Applicants for HHW Centers must commit to operating the collection center at least one weekend day per month, eight months of the year for at least five years.

Use of Funds (WRP): Funds may be used for equipment, capital costs, outreach/education, professional services (e.g. legal, engineering, design) and new personnel (consultants, contractors or staff that will dedicate additional hours to the project). Applicants whose projects are selected for funding will enter into a contract with MassDEP; project work must generally be completed within two years of the contract start date. If the applicant is a non-profit, use of grant funds for capital expenditures may be restricted to rolling stock. Grant monies are provided on a reimbursement basis. Funds may *not* be used for the daily management/operation of existing programs and services (e.g. salaries, capital replacement costs). Funds may be used for operating expenses in a pilot program, but only when the expenses exceed normal operating costs. A maximum of 15% of awarded funds may be used for engineering, design or other non-capital expenditures unless otherwise approved by MassDEP.

Eligible Projects (WRP):

- Establishment of new, or expansion of existing collection centers for recycling, materials reuse, household hazardous waste and/or other source separated materials;
- Source separated food waste (organics) collection programs that are operated or managed by the municipality and which serve commercial generators (restaurants, hotels, institutions, etc.);
- Projects focusing on expanding materials reuse;
- Programs to divert source separated textiles, carpet, film plastics, surplus building materials, furniture, wood, mattresses, household hazardous waste and other difficult-to-recycle materials;
- Innovative education and outreach strategies to increase public participation in reuse, recycling, composting, and waste reduction programs.

Organics Capacity Projects (OCP) are intended to expand management capacity for source separated food waste (organics) through reuse (donation/animal feed), composting or anaerobic digestion. Projects may be located at a municipal or other public site, or at a private facility which has entered into a long term contract with the host municipality to process source separated organics. Grant proposals will be accepted for \$10,000 (minimum request) up to \$500,000. Proposals for feasibility studies are not eligible.

Use of Funds (OCP): At least 85% of funds requested must be used for capital costs (equipment, site improvements, construction of facility). Not more than 15% of requested funds may be used for non-capital expenses including professional services (e.g. legal, engineering, design) and project management (consultants or contractors hired specifically for the project). Applicants whose projects are accepted for funding will enter into a contract with MassDEP; project work must generally be completed within two years of the contract start date. Grant monies are provided on a reimbursement basis. Funds

may **not** be used for the daily management/operation of existing programs and services (e.g. salaries, capital replacement costs).

Eligible Projects (OCP):

- Expansion of existing leaf and yard waste composting operations to include source separated organics;
- New operations to process source separated organics (including food recovery, slurring, anaerobic digestion, composting);
- Improve the efficiency and throughput of an existing operation that handles source separated organics.
- New or modified operations to process and separate packaged food waste.

Application Format for Waste Reduction and Organics Capacity Projects

Applicants must submit a 4 to 8 page proposal that conforms to the SMRP Mandatory Proposal Outline. Download the Mandatory Proposal Outline from MassDEP's website at <http://www.mass.gov/eea/agencies/massdep/recycle/grants/smrp-grants.html>. Use the Mandatory Proposal Outline to prepare your proposal as a stand-alone document in Microsoft Word. You will be prompted to attach the Word document to your online SMRP application via Re-TRAC Connect™. Failure to submit the proposal as part of the SMRP online filing will result in disqualification. Letters of support are required from all municipalities identified as project participants in a regional initiative.

Proposals submitted by non-profits (WRP only) must identify a municipal partner(s) and discuss how the municipality will benefit from the project. Support letters must be provided by municipal partners.

Please review the Grant Guidance on the SMRP grant webpage for detailed information about the WRP and OCP grants. Applicants are **strongly** encouraged to discuss their project ideas with MassDEP staff prior to developing a grant proposal

For Waste Reduction Projects (WRP) please contact your Municipal Assistance Coordinator or Brooke Nash at 617-292-5984 or at brooke.nash@state.ma.us.

For Organics Capacity Projects (OCP), please contact Greg Cooper at 617-292-5988 or at greg.cooper@state.ma.us.

Eligible Applicants:

- An individual municipality, or a municipality acting as a lead for a multi-town regional initiative
- A regional entity such as a solid waste management district, solid waste/recycling cooperative, or a regional planning authority, so long as the entity is recognized as a governmental body under Mass General Law.
- **Waste Reduction Projects ONLY:** A non-profit organization recognized under Section 501(c)(3) of the Internal Revenue Code and registered with the Massachusetts Attorney General, Non-Profit/Public Charities Division. **Note:** certain restrictions on the use of grant funds apply to non-profits. Non-profit applicants **MUST** provide a letter(s) of support from the municipality(ies) that will be served by the project.
- **Reminder to Regional Authority and Non-profit applicants: the Municipal Recycling and Solid Waste survey must be completed for all municipalities served by the project. Your proposal will be ineligible if this requirement is not met. It is your responsibility to contact municipalities served by this project prior to submitting your application.**

Evaluation Criteria:

Proposals will be evaluated using the criteria found in Section One (Overview) and with the following additional criteria. After reviewing your proposal, MassDEP may ask you to provide additional information in order to further evaluate the merits of the project.

- **Justification/Need:** The proposal identifies a clear need or problem to be addressed (local, regional, state-wide). Why should the project be funded? What are the unmet needs/gaps in services? What is the demand for these services? How will the project meet that need and/or provide benefits to the applicant and/or the region? Data to support these arguments should be included whenever possible.
- **Feasibility/Work Plan:** The proposal demonstrates a well-conceived approach to accomplishing the project and has sufficient detail to support the work plan. The roles, responsibilities, and

qualifications of the applicant, consultants or other partners are clearly identified. The work plan includes discrete milestones and a realistic timeframe for accomplishing them. The applicant has a plan for sustaining the project or program after grant funding ends.

- **Measurement/Evaluation:** The applicant has identified tools or benchmarks for measuring the outcomes or success of the project.
- **Support/Commitment:** Letters of support from project partners demonstrate their commitment to the goals of the projects, their respective role(s), their reasons for supporting it and the contributions (financial or in-kind) they will make towards the project.
- **Budget:** The proposed budget provides sufficient detail and illustrates the applicant's understanding of the resources needed to carry out the project. A budget narrative is included that describes the underlying assumptions used to develop the budget (i.e. how the costs were determined). The resources (financial and in-kind) being contributed by the applicant and its project partners (if any) will increase the likelihood of the project's success.
- **Other criteria may include but not be limited to:** the amount of matching funds, the potential for the project to serve as a model, the size of the population being served, and existing ordinances or bylaws that will support the project.

<p><i>The Mandatory Proposal Outline can be found at</i> http://www.mass.gov/eea/docs/dep/recycle/wrocmpo.pdf</p>
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SECTION NINE: Targeted Small Scale Investments

Overview

This grant will provide funding for the purchase of designated materials and services (“items”) that will sustain existing municipal waste reduction programs or facilitate new, low-cost initiatives.

Eligible Applicants:

- This grant is available to municipal and regional applicants only. Non-profit groups are **not** eligible.
- Regional group eligibility is limited to those with a core mission of solid waste/recycling management.

Use of Grant Funds:

- Applicants will choose from a list of allowable items. See “Request Information” section below.
- Grantees will procure all products and services and then request reimbursement from MassDEP.
- ~~Products and services must be purchased from a State Contract, or meet minimum specifications outlined in the “Request Information” section below.~~
- Requests for reimbursement must be submitted to MassDEP by June 30, 2017.

Reimbursement requirements include:

- Proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price and extended price.
- ~~If equipment purchased is not specifically listed in State Contract FAC87, certification from the vendor that the product contains a minimum of 30% recycled content, or a product specification sheet that states the product’s post-consumer recycled content exceeds EPA guidelines, will be required for non-metal equipment (e.g., plastic carts, public space containers, compost bins, etc.). FAC87 Price Sheet can be found at <http://www.mass.gov/eea/docs/dep/recycle/reduce/06-through/fac87.xls>.~~
- Digital photos of the installed equipment may be required depending on the item requested (e.g., public space containers or universal waste shed).
- Evidence that the program is operational.

Additional reimbursement requirements for educational materials:

- Must be printed on paper with a minimum of 30% recycled content.
- ~~Design must be approved by MassDEP prior to printing. Original designs must~~ Grantees are encouraged to include the language “This program is funded in part by a grant from MassDEP.”
- Proof of purchase in the form of an invoice which lists the item purchased, item price and extended price.
- Provide an editable electronic version and hard copy of the education flyer, newsletter, etc. to MassDEP.

Grant Allocation

Q1: What is the population of your municipality or regional group? During the evaluation process, the value entered here will be validated against the population data from the 2010 census.

Q2: Seasonal population: If your town experiences a significant seasonal population increase, you may be eligible for additional funds. An assumption is made that seasonal peak lasts approximately four months, or one third of the year. Claims regarding seasonal increases will be validated against available census data during the evaluation process.

The potential award amount will be calculated based on the population of the municipality or regional group (see table below), seasonally adjusted if applicable. The applicant does not enter this amount.

Population	MassDEP Funds	Population	MassDEP Funds
0 – 5,000	\$500	15,001-25,000	\$1,250
5,001-10,000	\$750	25,001-50,000	\$1,500
10,001-15,000	\$1,000	50,000 and above	\$2,000

Request Information

In this section the applicant will enter in the expected expenditures for each requested item. The total detailed in this section must equal the "Total allocation" in the section above in order for the form to validate.

Compost bins may be purchased from FAC87 or through the applicant's procurement process, **if minimum recycled content requirement is met.** Funds may also be used to purchase kitchen scrap buckets. Applicant may choose to sell the bins at or below cost. When setting the selling price, the applicant should consider a price that will allow the program to continue without grant funds.

Recycling bins may be purchased from FAC87 or through the applicant's procurement process, **so long as the minimum recycled content requirement is met.**

Public space and outdoor event recycling containers may be purchased from FAC87 or through the applicant's procurement process, **so long as the minimum recycled content requirement is met.**

Recycling outreach and educational materials includes printed materials, program advertisements in local newspapers, generic reusable signs, signs for recycling drop-off area, reusable banners for an annual event. These will be purchased by the applicant from a vendor of their choice. Mailing costs associated with an approved education piece are also eligible expenses.

Mercury, paint and automotive waste collection equipment may include a storage shed, locker, oil tank, etc.

Environmentally preferred products (EPP)

Only two EPP categories are included in this year's eligible expenses. Environmentally preferred products are competitively priced, high performance products and services that can render significant savings while reducing the state's impact on the environment and public health.

1. Green cleaning products may be purchased from FAC85. View the Approved Green Products List for FAC85 at <http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/procurement-prog-and-serv/epp-procurement-prog/green-products-and-serv/specific-epp-statewide-contracts/green-cleaning-products.html>

From this list, the following categories are eligible uses for grant funds:

Category 1: General Purpose Cleaners

Category 2: Other Floor Maintenance Chemicals

Category 3: Disinfectants and Sanitizers

Category 5: Powered Janitorial Equipment & Service: 5C, 5E, 5F, and 5H ONLY

Category 7: Hand Soaps, Hand Sanitizers, and Personal Care Products

2. Compostable foodservice ware may be purchased from GRO29.

Local reuse and material exchange programs may include: new or expanded swap shops; an online residential materials swap/bulletin board, one-day special collection events for reusable goods and materials, regional "Reduce/Reuse/Recycle guides, community-wide yard sales and other activities to promote reuse of goods and materials.

Funds to enhance school recycling and composting programs includes stipends for school recycling coordinator or teacher who commits to coordinating the school-wide recycling program. Equipment to support source reduction, recycling and organics diversion programs at schools, including dish washing equipment, durable trays and silverware, compostable trays (only if food waste from the cafeteria is composted). Collection and composting costs for a school food waste diversion program.

Equipment: roll-off containers, compactors and balers for the collection of materials for reuse or recycling. This includes replacement of existing equipment.

Source reduction includes only reusable trays for cafeterias, small compostable cups, reusable bags, reusable water bottles.

Other

Additional small scale initiatives that focus on reducing solid waste, or increasing diversion or recycling may be considered. Applicants are encouraged to contact MassDEP prior to applying.

For more information on Targeted Small Scale Initiatives please contact:

Dawn Quirk, 617-292-5557, Dawn.Quirk@state.ma.us



SECTION TEN: Recycling Dividends Program

Overview

The Recycling Dividends Program (RDP) will provide payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling and waste reduction. The program and policy criteria (RDP criteria) define the characteristics of a model municipal recycling program, essentially functioning as a “best practices” framework. Each RDP criterion has a value ranging from 1 to 5. Municipalities that earn at least 6 points (out of 20 available) are eligible for RDP payments. Each point earned over the minimum results in an additional payment. Payment brackets, based on the number of households served by the municipal solid waste program, establish the value for each point. The minimum RDP payment is \$1,200; the maximum is \$200,000. Payments are expected to be made in Fall 2016.

Eligible Applicants:

- This grant is available to municipal applicants only.
- Municipalities that do not provide solid waste services to their residents are not eligible for RDP.

Program Structure

Each RDP criterion has been assigned a value based on the impact that criterion has demonstrated to make on waste diversion. For example, a full Pay-As-You-Throw program in which trash is only collected in pre-paid bags would be worth more points than a program that allows residents a “first trash bag free” collection. Similarly, residential collection of food waste and yard waste at the curb is worth more points than yard waste collection alone.

Points may only be earned for criteria the municipality meets as of the filing deadline of the RDP application – June 15, 2016

Municipalities will receive payments according to the number of points their program earns. The more points earned, the greater the payment level. Payment brackets are based on the number of households served by the municipal solid waste program.

RDP has two categories of criteria: one for communities that operate or contract for operation of curbside trash **and** recycling collection (“curbside”), and one for those with a transfer station for residents to drop-off trash **and** recycling (“drop-off”). Municipalities that offer both a curbside option for trash and recycling and a drop-off option for trash and recycling will file as “curbside”. Municipalities that do not provide both trash and recycling services to their residents are not eligible for RDP. However, they are eligible for other categories of SMRP (small scale initiatives, technical assistance from Municipal Assistance Coordinators) and would become eligible for RDP should they reinstate solid waste services.

Eligibility criteria will ramp up over time, leveraging increasing diversion results and lower solid waste disposal. Only one option may be selected in each criteria area.

MassDEP will conduct audits of several municipalities each year to insure that program information is accurate. Submittal of an RDP application that contains false or misleading data will be grounds for banning the municipality from the SMRP grant program for a minimum of 4 years.

Use of Grant Funds:

Recipients of RDP payments will be required to expend the funds on designated activities and equipment that will enhance the performance of their waste reduction programs, listed below. Recipients of RDP funds will **not** be permitted to pay for hauling, disposal, or administrative costs of their existing solid waste and recycling programs, unless specifically listed below.

Use of a dedicated account or revolving fund is recommended but not required. Funds do not have to be spent in the fiscal year awarded, and may be carried over to future years and saved to fund a larger eligible expense or project. Annual reporting will be required until all funds have been expended. MassDEP has developed a form in Re-TRAC Connect™ for reporting how the funds were expended to support the municipality’s waste reduction programs. Annual reporting is a pre-requisite to receiving RDP payments in subsequent years.

Approved Equipment and Activities:

- Recycling carts, bins, and/or other collection containers and signage for schools, residents, municipal buildings, businesses, public spaces and special event recycling;
- Backyard compost bins, kitchen scrap buckets, carts and other collection containers for food waste/organics diversion programs serving schools, residents, municipal buildings, and businesses;
- Environmentally Preferred Products including rain barrels and purchases from state contract FAC85 Categories: 1, 2, 3, 5C, 5E, 5F, 5H, and 7.
 - For more information on FAC85 visit: <http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/procurement-prog-and-serv/epp-procurement-prog/green-products-and-serv/specific-epp-statewide-contracts/green-cleaning-products.html>.
 - **Compostable foodservice ware may be purchased from GRO29;**
- Incremental operating costs for a new organics diversion program (municipal curbside collection/drop-off);
- Roll-off containers, compactors and balers for the collection of materials for reuse or recycling. This includes replacement of existing equipment;
- Cost to hold an additional household hazardous waste collection event; first two years of expansion only;
- Dedicated Waste Reduction Enforcement Coordinator (must spend designated time each week on enforcement). Mandatory recycling must be codified in regulation, ordinance or bylaw and must include a fine for non-compliance. **Municipalities receiving a Waste Reduction Enforcement Coordinator (WREC) SMRP grant may not use RDP funding as part of the matching funds requirement;**
- Equipment to support the collection and recycling of hard to recycle materials listed in the CHARM section of the RDP grant application. Transportation and/or processing cost for these CHARM listed materials are also eligible even after the 2-year start up period;
- Establishing and/or maintaining a municipally operated swap shop;
- Recycling collection infrastructure and recycling site improvements at schools and drop-off locations with prior approval from MassDEP. For example, a forklift, ramp repairs, security cameras, or cement pad for cardboard compactor, etc.;
- **Recycling outreach and educational tools and materials Recycling outreach and educational materials include printed materials, program advertisements in local newspapers, generic reusable signs, signs for recycling drop-off area, reusable banners for an annual event. These will be purchased by the applicant from a vendor of their choice. Mailing costs associated with an approved education piece are eligible expenses. Also includes targeted waste audits that meet the criteria explained below;**
 - **Waste Audit Criteria:** Eligible audit projects include those gathering data for baseline/post-campaign progress, the feasibility of waste reduction campaigns, waste characterization study for goals setting, or for matters of contamination control. Targeted material means a focus on a specific recyclable material(s) or contamination items. Substantiation of funds may include photos, results, conclusion, project scope. Funds may be used for personal protective equipment, sorting and weighing supplies such as scales, bags, tape, bins, etc., temporary labor, consulting/third-party management and implementation costs. Funds may not be used for existing staff time or refreshments.
- Costs associated with implementing or maintaining a Pay-As-You-Throw (PAYT) program. Examples include bags and stickers, promotion/outreach about your PAYT program, additional staffing needs during start-up phase, and pre-approved transfer station improvements to facilitate PAYT;
- Funds to enhance school recycling and composting programs:
 - Stipends for school recycling coordinator or teacher who commits to coordinating the school-wide recycling program
 - Funding for district-wide school recycling coordinator
 - Equipment to support source reduction, recycling and organics diversion programs at schools, including dish washing equipment, durable trays and silverware, compostable trays (only if food waste from the cafeteria is composted)
 - Collection and composting costs for a school food waste diversion program
- School chemical clean-outs
- Source reduction. Includes only reusable trays for cafeterias, small compostable cups, reusable bags, reusable water bottles.

Grant Allocation

Trash HH Served	Value of Each Point	Minimum Payment	Maximum Payment
1 - 1,999	\$200	\$1,200	\$4,000
2,000 - 4,999	\$400	\$2,400	\$8,000
5,000 - 7,499	\$800	\$4,800	\$16,000
7,500 - 9,499	\$1,000	\$6,000	\$20,000
9,500 - 12,499	\$1,500	\$9,000	\$30,000
12,500 - 16,999	\$2,500	\$15,000	\$50,000
17,000 - 24,999	\$3,000	\$18,000	\$60,000
25,000 - 31,999	\$3,500	\$21,000	\$70,000
32,000 - 99,999	\$6,000	\$36,000	\$120,000
100,000 +	\$10,000	\$60,000	\$200,000

EARNING POINTS – CURBSIDE PROGRAMS

Solid Waste Program

- SMART/PAYT program is currently in place which requires all trash to be placed in a SMART/PAYT bag [5 points]
- SMART/PAYT program is currently in place which allows each household to dispose of the “first bag / barrel free;” trash in excess of 35 gallons must be placed in a SMART/PAYT bag. A trash cart (35 gallons or less) collected weekly also qualifies [4 points]
- SMART/PAYT program is currently in place which requires the use of stickers or tags affixed to each bag of trash [4 points]
- SMART/PAYT program is currently in place which allows each household to dispose of the “first bag / barrel free;” trash in excess of 35 gallons requires the use of stickers or tags affixed to each bag of trash [3 points]
- Trash Limit: Households are limited to one 48-gallon CART of trash capacity each week [3 points]
- Trash Limit: Households are limited to the equivalent of 64 gallons of trash capacity per week (two 32-gallon barrels or one 64-gallon cart) [2 points]

Eligibility Notes:

- If “free bags” are provided to a subset of the households in excess of 4% of households served, the municipality is NOT eligible for the Full SMART/PAYT points, but does earn points as a “first bag free” program. This scenario occurs when bags are provided based on some criteria such as need or age;
- A 64 or 48gallon trash cart program where excess trash is not collected would qualify for the trash limit points;
- A 64 or 48-gallon trash cart program where excess trash must be placed in an official town overflow fee-based bag, or in additional cart that carries an annual fee, would qualify for the trash limit points;
- A 64 or 48-gallon trash cart program where excess trash can be brought to the transfer station at no cost, does NOT qualify for the trash limit points.

Organics

- Source separated food waste is collected, for composting, weekly from all households served by the municipal trash program [4 points]
- Source separated food waste is collected weekly from households currently participating in a pilot program [2 points]

Eligibility Notes:

- If the ‘pilot’ option is selected, you will be asked for the number of households in the pilot. The pilot must be a minimum of 400 households to qualify.

Bulky Items

- The municipality or its hauler charges residents a fee of not less than \$5 each for the handling of at least 3 of the following bulky items, either at the curb or at its municipal drop-off: Mattresses, upholstered furniture, wood furniture, toilets, sinks, carpet [2 points]

Eligibility Notes:

- The bulky item fee schedule must be posted on the municipal website. You will be required to provide the link to this posted fee schedule;
- For this RDP Criterion, Bulky Items collected can be disposed OR recycled; in the CHARM Criterion all materials claimed must be RECYCLED.
- If your trash hauler is instructed not to collect one or more of these items, and you provide residents with the name of a company that will pick the item(s) up curbside, you can count those items toward the required three. This information must be posted on the municipal website. For example, you instruct your trash hauler not to collect mattresses and you provide residents with the name and contract information for a company that, for a fee, will pick up mattresses.

Yard Waste

- Yard waste is collected curbside a minimum of 20 weeks per year [2 points]
- Residents can take yard waste to a drop-off location that is open a minimum of 30 weeks per year [1 point]

Eligibility Note:

- Yard waste means: leaves and grass clippings;
- Christmas tree collection does not count toward the number of weeks yard waste is collected
- Criteria are silent on the number of days or hours per week that the drop-off must be open to earn points.

Mandatory Recycling Enforcement

- A dedicated Enforcement Coordinator spends a minimum of 19 hours per week on the street verifying compliance with the municipality's mandatory recycling program and issuing fines for non-compliance [3 points]
- A dedicated Enforcement Coordinator spends a minimum of 10 hours per week on the street verifying compliance with the municipality's mandatory recycling program and issuing fines for non-compliance. Trash containing recyclables is stickered by the municipal employee and not collected by the hauler, and the municipality follows up with non-compliant households*. [1 point]
 - * For this option, 'following up with non-compliant households' means: The municipality tracks violations and follows up with households found to be non-compliant more than once by sending a letter to the residence and/or property owner on municipal letterhead.
- Enforcement of the municipality's mandatory recycling program is the responsibility of the hauler and is codified in the hauling contract. A mandatory recycling regulation, bylaw or ordinance is in place that includes fining for non-compliance. Trash containing recyclables is stickered and not collected by the hauler, and the municipality follows up with non-compliant households*. [1 point]
 - * For this option, 'following up with non-compliant households' means: The hauler notifies municipal officials daily of each household where trash is left, including the reason it was not collected. The municipality tracks violations and follows up with any household found to be non-compliant more than once by sending a letter to the residence and/or property owner on municipal letterhead.
- Enforcement of the municipality's mandatory recycling program is the responsibility of the hauler and is codified in the hauling contract. A mandatory recycling regulation, bylaw or ordinance is in place clearly stating that trash will not be collected if a recycling container is not also at the curb for collection. Trash containing recyclables is stickered and not collected by the hauler, and the municipality follows up with non-compliant households*. [1 point]
 - * For this option, 'following up with non-compliant households' means: The hauler notifies municipal officials daily of each household where trash is left, including the reason it was not collected. The municipality tracks violations and follows up with any household found to be non-compliant more than once by sending a letter to the residence and/or property owner on municipal letterhead.

Eligibility Notes:

- The municipality must have, in effect as of June 15, 2016, a mandatory recycling regulation, ordinance or bylaw.
- For the first three options listed above, the mandatory recycling regulation, ordinance or bylaw must provide for the issuing of fines for non-compliance.

- The enforcement coordinator or hauler must be actively enforcing the rules on or before June 15, 2016;
- In addition to enforcing mandatory recycling, the enforcement coordinator may also enforce other components of the solid waste program including trash limits and contaminants in recycling.
- The municipality must track violations and follow-up with households found to be non-compliant more than once. At a minimum follow-up must entail a letter, on municipal letterhead, to the resident and/or property owner.

All options under this criterion will require substantiation. The applicant must be able to document the number of initial violations (i.e., first time at a particular address) issued in the current fiscal year, and the number of repeat violations issued in the current fiscal year. Applicants may be asked to provide a sample of the municipal letter mailed to repeat violators.

Household Hazardous Waste (HHW) Collection

- Host a permanent HHW collection center – minimum 6 x year [2 points]
- Participate in regional HHW collection center – min 6 x year [2 points]
- Participate in reciprocal arrangement – min 6 x year [2 points]
- Host comprehensive HHW collection events twice per year [1 point]
- Fund two comprehensive HHW collection events each year [1 point]

Eligibility Notes:

- **NEW:** for all criterion options the applicant must provide a link directly to the municipal webpage which lists the date, times and locations of all collection event dates claimed. For example, when claiming a reciprocal arrangement which provides residents with access to six events throughout the year, all six dates must be listed on the webpage. This web posting has always been a requirement, what is new this year is the applicant must provide the url directly to the page.
- Only comprehensive HHW collection events can be counted under this criterion. A comprehensive HHW collection event accepts a broad range of household hazardous products from residents, including but not limited to: pesticides, pool chemicals, oil based paint and other flammables, automotive products, elemental mercury, cleaning products and other chemicals;
- Collection events for only a subset of materials (ex., paint collection, motor oil collection) do not count toward the required minimum for the option selected;
- Assessing a user fee is allowable under the first four options
- To earn point for hosting a **permanent Household Hazardous Waste collection center**, the applicants facility must be listed on MassDEP’s website: <http://www.mass.gov/eea/agencies/massdep/recycle/hazardous/household-hazardous-waste-collection-facilities.html>.
- To earn points for participating in “**regional**” **HHW collection center** a municipality must have an agreement with a regional collection center that is open a minimum of six times per year. This agreement may be in the form of a contract or memorandum of understanding. A membership fee is paid by participating municipalities to be part of the group. Alternatively, a municipality will qualify under this option if it signs a contract with a privately operated HHW facility and places on account (i.e., pays up front) with the HHW facility a sum of money sufficient to cover 1% of the town’s TOTAL HOUSEHOLDS multiplied by \$50 per household. The HHW facility must be within 20 mile of the municipality. Residents must be allowed to drop-off HHW at the facility at least once per month, eight months of the year. If you select this option you will be asked for the name of the facility. A privately operated HHW facility (or the municipality) will be required to provide a copy of the contract demonstrating the alternative requirement is met. The hours of operation of the regional HHW collection Center must be posted on the municipal website AND be promoted through all other channels used for educating residents about HHW disposal options;
- To earn points for participating in a “**reciprocal**” **arrangement for HHW collection events** a municipality must have an agreement with a group of municipalities that allows for unrestricted access to a minimum of six events hosted by the municipalities of the group. Requiring pre-registration is allowable but not a requirement. Asking out-of-town residents to arrive during a specified timeframe is allowable. The list of event locations, dates and times must posted to the municipal website AND be promoted through all other channels used for educating residents about HHW disposal options. If you select this option, you will be asked to list the other participating municipalities. To meet the criteria in the HHW reciprocal agreement category, the municipalities website must include a list of all six HHW events, or explicitly state residents have access to six events and link directly to that list;
- To earn the point for hosting two comprehensive events per year, both events must be in your municipality. If you select this option you will be asked for the date of the last event and the date of the next event;

- To earn the point for funding two comprehensive events per year, a municipality must host one comprehensive HHW event and be partnered with another municipality that holds a comprehensive event. All residents from both towns must be allowed to participate in either event at no cost to the resident. The dates and locations of both events must be advertised on the municipal website.
- NO POINTS are earned by municipalities who are essentially “hands-off” or “washed hands” when it comes to HHW, merely directing residents to open events in other municipalities;
- Directing residents to privately owned HW facilities does not count.

Center for Hard to Recycle Materials (CHARM) [2 points]

To qualify for the CHARM points the municipality must meet all of the following criteria:

1. Items collected for **recycling** at a **single permanent location**
2. The Center must be open a minimum of once per month
3. The Center must be in your municipality or a contiguous community (i.e., shares a border)
4. Residents must be able to drop-off a minimum of 5 items listed below:
 - Automotive wastes – must collect all of the following: antifreeze, waste oil, tires, lead-acid auto batteries
 - Books/media
 - Bulky rigid plastics
 - Carpet
 - Electronic wastes – all computer and TV related electronics
 - Expanded polystyrene (ex., Styrofoam)
 - Large appliances
 - Mattresses
 - Mercury bearing products – must collect all of the following: fluorescent lamps/CFLs, button batteries, thermostats, thermometers, other mercury containing products
 - Paint
 - Textiles
 - Wood

Eligibility Notes:

- All materials must be source separated.
- For each material you claim to be recycled at this CHARM, you will be asked to list the vendors used for recycling/processing. Combustion, even with energy recovery, is NOT recycling.
- Carpet collected with mixed C&D sent to a C&D processor does not count. This material must be source separated and sent to a recycler.
- Tires – you can still qualify if the tire recycler you use sells a portion of their shredded tires for fuel;
- Paint – may be sent for recycling, fuels blending, or hazardous waste disposal;
- Mattresses – deconstructing a mattress and recycling the wood and metal, and disposing of the foam, batting and fabric will count as recycling for this criterion. Next year your recycler will be required to recycle 85%, by weight, of all mattress components.
- Wood – Collecting mixed C&D and sending it to a C&D processor does not count. This must be source separated C&D wood. MassDEP is trying to drive better and higher uses of materials sent to C&D processors.

EARNING POINTS – DROP-OFF PROGRAMS

Solid Waste Program

- SMART/PAYT program is currently in place which requires all trash to be placed in a SMART/PAYT bag [4 points]
- SMART/PAYT program is currently in place which requires the use of stickers or tags affixed to each bag of trash disposed of at the transfer station, OR the use of a punchcard which is punched for each bag of trash disposed of at the transfer station [4 points]
- A SMART/PAYT program is currently in place where the municipality provides households with no more than 52 SMART/PAYT bags per year. Residents must purchase PAYT bags for trash in excess of 52 bags [3 points]

- SMART/PAYT program is currently in place where the municipality provides households with no more than 52 SMART/PAYT stickers, tags or units on a punchcard per year. Residents must purchase additional stickers, tags or punchcards for trash in excess of 52 bags [3 points]

Eligibility Notes:

- A “first bag free” program applies to municipalities that give their residents no more than 52 bags per year, usually as part of the transfer station sticker renewal process;
- If in a full PAYT program “free” units of trash (bags, stickers, tags or punches) are provided to a subset of the households in excess of 4% of households served, the municipality is NOT eligible for the Full SMART/PAYT points, but does earn points as a “first bag free” program [4 points]. This scenario occurs when free bags are provided based on some criteria such as need or age.

Swap Shop

- The municipality operates a Swap Shop where residents can drop-off reusable home goods and furnishings for others to take. The Swap Shop must be sufficiently enclosed to protect swap shop items from the weather and preserve reuse value. [2 points]

Eligibility Notes:

- A ‘swap area’, or ‘swap table’ that is cleared into the trash (solid waste) at the end of each day does not qualify for these points.

Organics

- Source separated food waste collected at a municipally owned collection center [2 points]

Bulky Items

- Minimum fee of \$5 for at least 3 of these items: Mattresses, upholstered furniture, wood furniture, toilets, sinks, carpet [1 point]

Eligibility Notes:

- The bulky item fee schedule must be posted on the municipal website. You will be required to provide the link to this posted fee schedule;
- For this RDP criterion, Bulky Items collected can be disposed OR recycled; in the CHARM Criterion all materials must be RECYCLED.
- If you do not accept one of these items for disposal or recycling, and instead you provide residents with the name of a company that will pick the item(s) up curbside for a fee, you can count this item toward the required three. For example, if you do not accept mattresses at your transfer station for recycling or disposal and instead you provide residents with the name and contact information of a company that, for a fee, will pick up a mattress curbside, this counts.

Yard Waste

- Drop-off location open minimum of 30 weeks per year [2 points]

Eligibility Note:

- Yard waste means: leaves and grass clippings;
- Christmas tree collection does not count toward the number of weeks yard waste is collected
- Criteria are silent on the number of days or hours per week that the drop-off must be open to earn points.

Household Hazardous Waste (HHW) Collection

- Host a permanent HHW collection center – minimum 6 x year [2 points]
- Participate in regional HHW collection center – min 6 x year [2 points]
- Participate in reciprocal arrangement – min 6 x year [2 points]
- Host comprehensive HHW collection events twice per year [1 point]
- Fund two comprehensive HHW collection events each year [1 point]

Eligibility Notes:

- **NEW:** for all criterion options the applicant must provide a link directly to the municipal webpage which lists the date, times and locations of all collection event dates claimed. For example, when claiming a reciprocal arrangement which provides residents with access to six events throughout the year, all six dates must be listed on the webpage. This web posting has always been a requirement, what is new this year is the applicant must provide the url directly to the page.
- Only comprehensive HHW collection events can be counted under this criterion. A comprehensive HHW collection event accepts a broad range of household hazardous products from residents, including but not limited to: pesticides, pool chemicals, oil based paint and other flammables, automotive products, elemental mercury, cleaning products and other chemicals;
- Collection events for only a subset of materials (ex., paint collection, motor oil collection) do not count toward the required minimum for the option selected;
- Assessing a user fee is allowable under the first four options;
- To earn point for hosting a **permanent Household Hazardous Waste collection center**, the applicants facility must be listed on MassDEP's website: <http://www.mass.gov/eea/agencies/massdep/recycle/hazardous/household-hazardous-waste-collection-facilities.html>;
- To earn points for participating in "**regional**" **HHW collection center** a municipality must have an agreement with a regional collection center that is open a minimum of six times per year. This agreement may be in the form of a contract or memorandum of understanding. A membership fee is paid by participating municipalities to be part of the group. Alternatively, a municipality will qualify under this option if it signs a contract with a privately operated HHW facility and places on account (i.e., pays up front) with the HHW facility a sum of money sufficient to cover 1% of the town's TOTAL HOUSEHOLDS multiplied by \$50 per household. The HHW facility must be within 20 mile of the municipality. Residents must be allowed to drop-off HHW at the facility at least once per month, eight months of the year. If you select this option you will be asked for the name of the facility. A privately operated HHW facility (or the municipality) will be required to provide a copy of the contract demonstrating the alternative requirement is met. The hours of operation of the regional HHW collection Center must be posted on the municipal website AND be promoted through all other channels used for educating residents about HHW disposal options;
- To earn points for participating in a "**reciprocal**" **arrangement for HHW collection events** a municipality must have an agreement with a group of municipalities that allows for unrestricted access to a minimum of six events hosted by the municipalities of the group. Requiring pre-registration is allowable but not a requirement. Asking out-of-town residents to arrive during a specified timeframe is allowable. The list of event locations, dates and times must posted to the municipal website AND be promoted through all other channels used for educating residents about HHW disposal options. If you select this option, you will be asked to list the other participating municipalities. To meet the criteria in the HHW reciprocal agreement category, the municipalities website must include a list of all six HHW events, or explicitly state residents have access to six events and link directly to that list;
- To earn the point for hosting two comprehensive events per year, both events must be in your municipality. If you select this option you will be asked for the date of the last event and the date of the next event;
- To earn the point for funding two comprehensive events per year, a municipality must host one comprehensive HHW event and be partnered with another municipality that holds a comprehensive event. All residents from both towns must be allowed to participate in either event at no cost to the resident. The dates and locations of both events must be advertised on the municipal website.
- NO POINTS are earned by municipalities who are essentially "hands-off" or "washed hands" when it comes to HHW, merely directing residents to open events in other municipalities;
- Directing residents to privately owned HW facilities does not count.

Center for Hard to Recycle Materials (CHARM) [2 points]

To qualify for the CHARM points the municipality must meet all of the following criteria:

2. Items collected for **recycling** at a **single permanent location**
3. The Center must be open a minimum of once per month
4. The Center must be in your municipality or a contiguous community (i.e., shares a border)
5. Residents must be able to drop-off a minimum of 7 items listed below:
 - Automotive wastes – must collect all of the following: antifreeze, waste oil, tires, lead-acid auto batteries
 - Books/media
 - Bulky rigid plastics

- Carpet
- Electronic wastes – all computer and TV related electronics
- Expanded polystyrene (ex., Styrofoam)
- Large appliances
- Mattresses
- Mercury bearing products – must collect all of the following: fluorescent lamps/CFLs, button batteries, thermostats, thermometers, other mercury containing products
- Paint
- Textiles
- Wood

Eligibility Notes:

- All materials must be source separated.
- For each material you claim to be recycled at this CHARM, you will be asked to list the vendors used for recycling/processing. Combustion, even with energy recovery, is NOT recycling.
- Carpet collected with mixed C&D sent to a C&D processor does not count. This material must be source separated and sent to a recycler.
- Tires – you can still qualify if the tire recycler you use sells a portion of their shredded tires for fuel;
- Paint – may be sent for recycling, fuels blending, or hazardous waste disposal;
- Mattresses – deconstructing a mattress and recycling the wood and metal, and disposing of the foam, batting and fabric will count as recycling for this criterion. Next year your recycler will be required to recycle 85%, by weight, of all mattress components.
- Wood – Collecting mixed C&D and sending it to a C&D processor does not count. This must be source separated C&D wood. MassDEP is trying to drive better and higher uses of materials sent to C&D processors.

Hauler Regulation

The municipality has a hauler regulation, ordinance or bylaw that is actively enforced, which requires private haulers providing trash collection service to residents to also provide recycling collection at one integrated price [3 points]

Eligibility Notes:

- If you select this option you will be asked to attached a copy of the regulation, ordinance or bylaw which demonstrates the integrated pricing requirement;
- If you select this option you will be required to draft and attach documentation demonstrating **active enforcement** is taking place. This should include, but is not limited to: description of the enforcement protocol or procedure, identification by title of the person(s) responsible for enforcement, documentation of warnings given, fines levied and permits revoked as a result of this enforcement activity.

Hauler and Business Recycling Access

- Haulers collecting from residential customers are encouraged to tip recyclables at a municipal facility; annual mailing required [2 points]
- Businesses are encouraged to bring recyclables to the municipal drop-off; annual mailing required [1 point]

Eligibility Notes for hauler access:

- Private haulers serving your residents may plan their collection routes such that they are also collecting from residents in another municipality in the same load. To earn these points, the hauler must be able to tip recyclables even if all of the material is not generated by your residents;
- Must be able to accommodate small packer trucks;
- Must be able to take loads greater than 5 cubic yards, which may require a permit change;
- This may not be feasible for some transfer stations due to facility size and capability to handle increased volume;
- May meet outreach requirement by doing outreach to permitted haulers;
- May charge a fee for haulers to tip recyclables;
- If local regulation, ordinance or bylaw prohibits private haulers from tipping recyclables generated and collected in another municipality, then you are NOT eligible for these points.

BONUS POINT for Textile Recovery Initiative

New this year! MassDEP is offering a bonus point for completing a set of activities that promote the diversion of textiles from the trash. Once your municipality has earned the six (6) points required to qualify for RDP, your municipality is eligible to earn **a bonus point** by completing three to six of the activities below, depending on the number of households served by your municipal trash program.

To earn this bonus point, all activities must be COMPLETED between June 15, 2015 and June 15, 2016:

Municipalities with 7,499 or fewer households served must complete **three** of the activities below.

Municipalities with 7,500 or more households served must complete **six** of the activities below.

- Municipal recycling coordinator participated in Textile Recovery Media Toolkit Webinar offered by MassDEP on March 2, 2016.
- A link to MassDEP's Beyond the Bin Recycling Directory, <http://recyclesearch.com/profile/ma>, is in a prominent location on municipal recycling web page (*Provide municipal recycling web page URL*)
- News article or guest editorial on textile recovery was published in local newspaper (*Attach pdf of published article or editorial*)
- Textile recovery information and locations posted on community boards (library, schools, town hall, community center, etc) (*attach PDF of poster or flyer and list locations where posted*)
- Quarterly online promotion of textile recovery through blog post, social media, municipal web site, mobile application prompts, or electronic newsletter
- Textile recovery program has been established at one or more schools (*provide name of school(s) and textile recovery vendor*)
- Municipal recycling mailing to residents (e.g. direct mailer, postcard, statement stuffer, calendar) includes information about textile collection locations (*attach pdf of the mailing*)
- Annual or seasonal textile collection event or zero waste event that includes textile collection (*Provide event location and most recent event date*)
- Textile recovery PSAs or other videos to promote textile recovery air on local cable or radio station (*provide name of station*)
- Municipality has adopted regulation or ordinance governing clothing/textile donation bins (*attach PDF of ordinance or bylaw*)
- Permanent textile collection bin located at municipal drop-off, transfer station, library or other non-school public facility (*provide bin location venue name and address*)
- Municipality tracks textile tonnage data from private and municipal collection sites and reports to MassDEP on the CY 2015 Recycling and Solid Waste Survey.

For questions about RDP Bonus Point criteria and documentation, please contact:

Ann McGovern, 617-292-5834, ann.mcgovern@state.ma.us.

For more information on the Recycling Dividends Program please contact:

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