



Massachusetts Department of Environmental Protection Sustainable Materials Recovery Program Grant Details: Drop-off Equipment for Reuse and Recycling

Grant Applications Due June 1, 2026, at 11:59 PM ET

Changes from the previous grant cycle are conveyed in both yellow highlights and bold text.

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"). This grant category is open to municipalities operating a drop-off program for recyclables, including those whose primary recycling program is curbside, but which also operate a residential recycling drop-off center. **Municipalities are encouraged to locate equipment in other municipal locations, such as a food waste collection program at a public school, as appropriate.**

The applicant is responsible for ensuring 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. Additional requirements may apply to applicants establishing a new Universal Waste collection program **or a new Food Waste collection program at a drop-off site.**

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 with a municipal waste combustor is **not** eligible for a Universal Waste shed.

Program Structure

Grants provide for the purchase of enclosed sheds, containers, or structures for the targeted material identified in the table below. Actual reimbursement amount will be based on the cost of materials or container(s) purchased and may be less than award amount. Please see Table below and on following page for details:

Target Material	Type of Equipment	Grant Award Amount
Bulky Rigid Plastics	20 or 30 CY Open Top Roll-Off	Up to \$8,000
Cardboard	Compactor	Up to \$10,000
Food Waste	Food Waste Collection Equipment at a Drop-off Site (e.g., carts or dumpsters) and other containers and equipment or supplies as applicable	Up to \$3,000 per site, maximum 4 sites and \$12,000
Glass (source-separated)	20 or 30 CY Open Top Roll-Off (a heavy-duty container is required; grant funds may also be used to purchase a gable top)	Up to \$8,000
Household goods collected at a municipally operated Reuse Swap Shop	Shed or Other Enclosed Structure (size and reimbursement subject to MassDEP approval)	Up to \$8,000
Paint	Shed or Other Enclosed Structure (size and reimbursement subject to MassDEP approval)	Up to \$5,000

Target Material	Type of Equipment	Grant Award Amount
Universal Waste, including but not limited to: fluorescent lamps, batteries, and other mercury containing devices (e.g., switches, thermostats, and thermometers).	Shed (minimum of 80 SQ FT)	Up to \$5,000

Use of Grant Funds

Grant funds must be used in accordance with the Grant Scope of Work (see Attachment) to purchase equipment for new collection programs or to significantly expand the scope of an existing program (i.e., add a swap shop for furniture to a swap shop for smaller items). Signage and/or labels are required.

Relevant State Contracts

Roll-Off Containers and Compactors may be purchased off statewide contract [FAC113designatedDEP: Recycling Containers, Compost Bins, and Rain Barrels](#), under Category 7.

Universal Waste Sheds ONLY

- When collected and consolidated, universal waste must be managed according to the [Universal Waste regulations at 310 CMR 30.1000](#).
- The collection shed must be a rigid, weather-proof structure 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 owner/operator of the transfer station must file a certification with their regional MassDEP office 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, such as a DPW yard.
- Grantee may utilize a vendor on Massachusetts statewide contract [WMR001: Hazardous, Universal, Medical, and Electronic Waste Category 3](#). The cost of collection services will be borne by Grantee.
- A mercury spill kit should be available in shed and can be purchased with any remaining funds under this grant, or with RDP funds. Kits are also available through statewide contract [WMR001: Hazardous, Universal, Medical, and Electronic Waste Category 3](#) under Category 3, Section 7.

Food Waste Drop-off Equipment ONLY

- **Municipalities must complete and submit a [Solid Waste Site Assignment exemption form for recycling and organics management activities](#), pursuant to 310 CMR 16.03.**
- Transfer Station or Recycling Center drop-off must be free to residents who already have an entry sticker or pass. If a municipality already collects food waste at the transfer station or recycling center, grant funds may be used to establish up to three additional publicly accessible locations on municipal property (e.g., town hall, public school, etc.).
- Drop-off locations outside of the transfer station or recycling center must have a participant registration or sign-up system to track the number of users.
- Eligible use of funds includes:
 - Food waste collection systems (i.e., carts, dumpsters, public space containers, enclosures, etc.). **If the collection carts are leased or purchased through another mechanism, the municipality must provide a copy of the contract or lease agreement, or a photo of equipment to be eligible for other expenses.**
 - Certified compostable liner bags.
 - Kitchen countertop food waste containers, up to 3 gallons.
 - Outreach and education material.

Evaluation Criteria

In addition to the [minimum eligibility criteria and the evaluation criteria applicable to all SMRP grant programs](#), the following factors will be viewed favorably in the evaluation process:

- Facilities that are open to residents, non-resident visitors, and businesses.
- Applicants that have identified a market for the target material(s).
- Applicants that plan to enforce a prohibition on trash disposal of the target material(s).
- Applicants that have the ability and willingness to use RDP funds to offset program costs.
- Applicants that are located in an environmental justice community.
- Requests for compactors or roll offs where the amount of the target material (i.e., tonnage) captured for recovery and recycling is most substantial.

Questions

Beginning April 1, 2026, MassDEP will accept grant questions via [online form](#). The deadline for submitting questions is **Friday, May 1, 2026, at 5:00 PM ET**. Official responses to these questions will be shared and posted to the [SMRP Grant Website](#) no later than Friday, May 8, 2026.

Attachment 1

Award Checklist

Checklist for Drop-off Equipment Grant Award – Bulky Rigid Plastics Container

This document contains important grant deadlines and requirements.

Instructions for the Municipal Recycling Contact:

- Complete this checklist and return it to Micaela.Guglielmi@mass.gov no later than **January 15, 2027**. Once MassDEP has received your checklist, we'll send you a Grant Scope of Work.
- Return the signed Grant Scope of Work via email to MassDEP by **February 15, 2027**.
- Do not purchase the container/equipment until AFTER a Grant Scope of Work has been fully executed by both MassDEP and the municipality.
- Funds must be spent and invoices received by MassDEP no later than **June 30, 2027**.

Grant Award Details:

Target Material to be Collected: Bulky Rigid Plastics

Equipment: Open-top roll-off container

Reimbursement Amount: Up to \$8,000

STEP ONE: Program Approval

Check the box below to signify that the necessary approvals have been secured:

The municipality has notified the MassDEP Regional Office and/or local Board of Health and received authorization, if required, to install the granted equipment and collect the material at its transfer station or conditionally exempt recycling facility.

STEP TWO: Intent to Purchase

Indicate when you intend to purchase the drop-off equipment below:

Month and Year: _____

STEP THREE: Collection Facility

Provide the name, address, and type of facility where the equipment will be located within the municipality:

Facility Name: _____

Facility Address: _____

STEP FOUR: Recycling/Processing Facility

Provide the name and address of the facility that will process the material (i.e., processor, end-market):

Processing Facility/Vendor Name: _____

Processing Facility Address: _____

STEP FIVE: Signature of Authorized Official

I have reviewed and am familiar with the information contained in this checklist. The information contained in this checklist is to the best of my knowledge, true, accurate and complete. I am fully authorized to make this attestation on behalf of the Grantee municipality.

Print Name: _____

Title: _____

Signature: _____

Date: _____

Checklist for Drop-off Equipment Grant Award – Cardboard Compactor

This document contains important grant deadlines and requirements.

Instructions for the Municipal Recycling Contact:

- Complete this checklist and return it to Micaela.Guglielmi@mass.gov no later than **January 15, 2027**. Once MassDEP has received your checklist, we'll send you a Grant Scope of Work.
- Return the signed Grant Scope of Work via email to MassDEP by **February 15, 2027**.
- Do not purchase the compactor until AFTER a Grant Scope of Work has been fully executed by both MassDEP and the municipality.
- Funds must be spent and invoices received by MassDEP no later than **June 30, 2027**.

Grant Award Details:

Target Material to be Collected: Cardboard

Equipment: Compactor

Reimbursement Amount: Up to \$10,000

STEP ONE: Program Approval

Check the box below to signify that the necessary approvals have been secured:

The municipality has notified the MassDEP Regional Office and/or local Board of Health and received authorization, if required, to install the granted equipment and collect the material at its transfer station or conditionally exempt recycling facility.

STEP TWO: Intent to Purchase

Indicate when you intend to purchase the drop-off equipment below:

Month and Year: _____

STEP THREE: Collection Facility

Provide the name, address, and type of facility where the equipment will be located within the municipality:

Facility Name: _____

Facility Address: _____

STEP FOUR: Recycling/Processing Facility

Provide the name and address of the facility that will process the material (i.e., processor, end-market):

Processing Facility/Vendor Name: _____

Processing Facility Address: _____

STEP FIVE: Signature of Authorized Official

I have reviewed and am familiar with the information contained in this checklist. The information contained in this checklist is to the best of my knowledge, true, accurate and complete. I am fully authorized to make this attestation on behalf of the Grantee municipality.

Print Name: _____

Title: _____

Signature: _____

Date: _____

Checklist for Drop-off Equipment Grant Award – Food Waste Containers

This document contains important grant deadlines and requirements.

Instructions for the Municipal Recycling Contact:

- Complete this checklist and return it to Rebecca.Ferguson@mass.gov no later than **January 15, 2027**. Once MassDEP has received your checklist, we'll send you a Grant Scope of Work.
- Return the signed Grant Scope of Work via email to MassDEP by **February 15, 2027**.
- Do not purchase the container/equipment until AFTER a Grant Scope of Work has been fully executed by both MassDEP and the municipality.
- Funds must be spent and invoices received by MassDEP no later than **June 30, 2027**.

Grant Award Details:

Target Material to be Collected: Residential source-separated food waste

Equipment: Collection equipment, including carts, dumpsters, enclosures, etc.

Reimbursement Amount: Up to \$3,000 per site. See your municipality's specific award for details on how many sites were awarded under this grant.

STEP ONE: Program Approval

Check the boxes below to signify that the necessary approvals have been secured:

- The municipality has notified the MassDEP Regional Office and/or local Board of Health and received authorization, if required, to install the granted equipment and collect the material at its transfer station or conditionally exempt recycling facility.
- The municipality has completed a [Solid Waste Site Assignment exemption form for recycling and organics management activities](#), pursuant to 310 CMR 16.03.

STEP TWO: Intent to Purchase

Indicate when you intend to purchase the drop-off equipment below:

Month and Year: _____

STEP THREE: Collection Facility(ies)

Provide the name, address, and type of facility where the equipment will be located within the municipality. See your municipality's specific award for details on how many sites were awarded under this grant. Leave blank if not applicable:

#1 Facility Name: _____

Facility Address: _____

#2 Facility Name: _____

Facility Address: _____

#3 Facility Name: _____

Facility Address: _____

#4 Facility Name: _____

Facility Address: _____

STEP FOUR: Composting/Processing Facility

Provide the name and address of the facility that will process the material (i.e., processor, end-market):

Processing Facility/Vendor Name: _____

Processing Facility Address: _____

STEP FIVE: Signature of Authorized Official

I have reviewed and am familiar with the information contained in this checklist. The information contained in this checklist is to the best of my knowledge, true, accurate and complete. I am fully authorized to make this attestation on behalf of the Grantee municipality.

Print Name: _____

Title: _____

Signature: _____

Date: _____

Checklist for Drop-off Equipment Grant Award – Glass Container

This document contains important grant deadlines and requirements.

Instructions for the Municipal Recycling Contact:

- Complete this checklist and return it to Micaela.Guglielmi@mass.gov no later than **January 15, 2027**. Once MassDEP has received your checklist, we'll send you a Grant Scope of Work.
- Return the signed Grant Scope of Work via email to MassDEP by **February 15, 2027**.
- Do not purchase the container/equipment until AFTER a Grant Scope of Work has been fully executed by both MassDEP and the municipality.
- Funds must be spent and invoices received by MassDEP no later than **June 30, 2027**.

Grant Award Details:

Target Material to be Collected: Glass (source-separated)

Equipment: Open-top roll-off container, heavy duty

Reimbursement Amount: Up to \$8,000

STEP ONE: Program Approval

Check the box below to signify that the necessary approvals have been secured:

The municipality has notified the MassDEP Regional Office and/or local Board of Health and received authorization, if required, to install the granted equipment and collect the material at its transfer station or conditionally exempt recycling facility.

STEP TWO: Intent to Purchase

Indicate when you intend to purchase the drop-off equipment below:

Month and Year: _____

STEP THREE: Collection Facility

Provide the name, address, and type of facility where the equipment will be located within the municipality:

Facility Name: _____

Facility Address: _____

STEP FOUR: Recycling/Processing Facility

Provide the name and address of the facility that will process the material (i.e., processor, end-market):

Processing Facility/Vendor Name: _____

Processing Facility Address: _____

STEP FIVE: Signature of Authorized Official

I have reviewed and am familiar with the information contained in this checklist. The information contained in this checklist is to the best of my knowledge, true, accurate and complete. I am fully authorized to make this attestation on behalf of the Grantee municipality.

Print Name: _____

Title: _____

Signature: _____

Date: _____

Checklist for Drop-off Equipment Grant Award – Paint Shed

This document contains important grant deadlines and requirements.

Instructions for the Municipal Recycling Contact:

- Complete this checklist and return it to Micaela.Guglielmi@mass.gov no later than **January 15, 2027**. Once MassDEP has received your checklist, we'll send you a Grant Scope of Work.
- Return the signed Grant Scope of Work via email to MassDEP by **February 15, 2027**.
- Do not purchase the shed/container/equipment until AFTER a Grant Scope of Work has been fully executed by both MassDEP and the municipality.
- Funds must be spent and invoices received by MassDEP no later than **June 30, 2027**.

Grant Award Details:

Target Material to be Collected: Paint

Equipment: Shed or other enclosed structure

Reimbursement Amount: Up to \$5,000

STEP ONE: Program Approval

Check the box below to signify that the necessary approvals have been secured:

The municipality has notified the MassDEP Regional Office and/or local Board of Health and received authorization, if required, to install the granted equipment and collect the material at its transfer station or conditionally exempt recycling facility.

STEP TWO: Intent to Purchase

Indicate when you intend to purchase the drop-off equipment below:

Month and Year: _____

STEP THREE: Collection Facility

Provide the name, address, and type of facility where the equipment will be located within the municipality:

Facility Name: _____

Facility Address: _____

STEP FOUR: Recycling/Processing Facility

Provide the name and address of the facility that will process the material (i.e., processor, end-market):

Processing Facility/Vendor Name: _____

Processing Facility Address: _____

STEP FIVE: Signature of Authorized Official

I have reviewed and am familiar with the information contained in this checklist. The information contained in this checklist is to the best of my knowledge, true, accurate and complete. I am fully authorized to make this attestation on behalf of the Grantee municipality.

Print Name: _____

Title: _____

Signature: _____

Date: _____

Checklist for Drop-off Equipment Grant Award – Reuse Swap Shed

This document contains important grant deadlines and requirements.

Instructions for the Municipal Recycling Contact:

- Complete this checklist and return it to Micaela.Guglielmi@mass.gov no later than **January 15, 2027**. Once MassDEP has received your checklist, we'll send you a Grant Scope of Work.
- Return the signed Grant Scope of Work via email to MassDEP by **February 15, 2027**.
- Do not purchase the shed/container/equipment until AFTER a Grant Scope of Work has been fully executed by both MassDEP and the municipality.
- Funds must be spent and invoices received by MassDEP no later than **June 30, 2027**.

Grant Award Details:

Target Material to be Collected: Household goods collected at a municipally run reuse swap shop

Equipment: Shed or other enclosed structure

Reimbursement Amount: Up to \$8,000

STEP ONE: Program Approval

Check the box below to signify that the necessary approvals have been secured:

The municipality has notified the MassDEP Regional Office and/or local Board of Health and received authorization, if required, to install the granted equipment and collect the material at its transfer station or conditionally exempt recycling facility.

STEP TWO: Intent to Purchase

Indicate when you intend to purchase the drop-off equipment below:

Month and Year: _____

STEP THREE: Collection Facility

Provide the name, address, and type of facility where the equipment will be located within the municipality:

Facility Name: _____

Facility Address: _____

STEP FOUR: Signature of Authorized Official

I have reviewed and am familiar with the information contained in this checklist. The information contained in this checklist is to the best of my knowledge, true, accurate and complete. I am fully authorized to make this attestation on behalf of the Grantee municipality.

Print Name: _____

Title: _____

Signature: _____

Date: _____

Checklist for Drop-off Equipment Grant Award – Universal Waste Shed

This document contains important grant deadlines and requirements.

Instructions for the Municipal Recycling Contact:

- Complete this checklist and return it to Micaela.Guglielmi@mass.gov no later than **January 15, 2027**. Once MassDEP has received your checklist, we'll send you a Grant Scope of Work.
- Return the signed Grant Scope of Work via email to MassDEP by **February 15, 2027**.
- Do not purchase the shed/equipment until AFTER a Grant Scope of Work has been fully executed by both MassDEP and the municipality.
- Funds must be spent and invoices received by MassDEP no later than **June 30, 2027**.

Grant Award Details:

Target Material to be Collected: Universal Waste, including but not limited to fluorescent lamps, batteries, and other mercury containing devices such as thermostats, thermometers, and switches

Equipment: Shed or other enclosed structure (must be a minimum of 80 square feet)

Reimbursement Amount: Up to \$5,000

STEP ONE: Program Approval

Check the box below to signify that the necessary approvals have been secured:

- The municipality has notified the MassDEP Regional Office and/or local Board of Health and received authorization, if required, to install the granted equipment and collect the material at its transfer station or conditionally exempt recycling facility.
- The municipality understands that universal waste must be when collected and consolidated, and managed according to the [Universal Waste regulations at 310 CMR 30.1000](#).

STEP TWO: Intent to Purchase

Indicate when you intend to purchase the drop-off equipment below:

Month and Year: _____

STEP THREE: Collection Facility

Provide the name, address, and type of facility where the equipment will be located within the municipality:

Facility Name: _____

Facility Address: _____

STEP FOUR: Recycling/Processing Facility

Provide the name and address of the facility that will process the material (i.e., processor, end-market):

Processing Facility/Vendor Name: _____

Processing Facility Address: _____

STEP FIVE: Signature of Authorized Official

I have reviewed and am familiar with the information contained in this checklist. The information contained in this checklist is to the best of my knowledge, true, accurate and complete. I am fully authorized to make this attestation on behalf of the Grantee municipality.

Print Name: _____

Title: _____

Signature: _____

Date: _____

Attachment 2

Grant Scope of Work

(Template)

**GRANT SCOPE OF WORK BETWEEN THE
COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION (“MassDEP”)
AND THE [GRANTEE NAME] (“Grantee”)**

Pursuant to the Green Communities Act, relevant provisions of which are codified at M.G.L. c. 25A, Section 11F(d) and the regulations promulgated thereunder at 310 CMR 19.300 and in support of the Massachusetts Solid Waste Master Plan developed pursuant to M.G.L. c. 16, Section 21, MassDEP has awarded the [Grantee Name] (“Grantee”) a Sustainable Materials Recovery Program Grant (“Grant”) for [Drop-off Recycling Equipment Type] valued at up to [Award Amount] (“Grant”). This Grant will assist Grantee with establishing or expanding diversion programs for targeted materials at a municipal recycling drop-off or transfer station. The Grantee shall comply with the specific terms and conditions described below in the performance of the Grant and in the attached Project Scope of Work. MassDEP and Grantee shall collectively be referred to as the Parties.

DURATION OF THE GRANT: This Grant shall expire on **June 30, 2027**. Invoicing and reporting deadlines are described below.

RESPONSIBILITIES OF GRANTEE:

1. **Authority:** The signatory of this Scope of Work is authorized by the governing body of Grantee to enter into this Grant Scope of Work on behalf of Grantee and accept and utilize this Grant.
2. **Commonwealth Terms and Conditions:** Grantee shall comply with the Commonwealth Terms and Conditions and other requirements set forth in Grantee’s executed Master Agreement.
3. **Failure to Comply:** If, in the judgment of MassDEP, Grantee fails to comply with any of its responsibilities as identified in the Grant Scope of Work, then, at the election of MassDEP, (a) Grantee may be deemed ineligible to participate for what time remains of the Grant period; and/or (b) title to all Grant materials purchased with these Grant funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find Grantee not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years; and/or (d) Grantee shall repay the Grant funds to MassDEP within 90 days. MassDEP may provide written notice to Grantee of any such failure to comply. Such notice may provide a time period and manner for Grantee to cease or remedy the failure. Such notice from MassDEP of any such failure by Grantee is not a precondition to MassDEP’s right to select options (a), (b), (c) and/or (d) above. Grantee shall follow the instructions of MassDEP regarding possession of the Grant materials (e.g., collection container). The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, Grantee shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.
4. **Recycling in Practice:** Grantee has established paper, bottle, and can recycling in all municipal buildings, offices and meeting spaces, including schools. Grantee shall continue such paper, bottle and can recycling during the term of the Grant.
5. **Sustainable Purchasing / Environmentally Preferable Products (EPP) Procurement Policy:** Grantee has adopted a Sustainable Purchasing or EPP Procurement Policy. The Policy is either bylaw or ordinance enacted by the decision-making entity of the municipality and includes a commitment to purchasing products and services offered through the Operational Services Department (OSD)’s Environmentally Preferable Products and Services Program; reducing waste by prioritizing reuse and donation of goods and equipment, and purchasing products that are durable, reusable and refillable; and adherence to Federal

Comprehensive Procurement Guidelines, or other established criteria, for minimal accepted recycled content levels when purchasing office supplies.

6. **Property Rights:** Upon delivery from the vendor, the Grantee shall retain exclusive possession of the equipment, subject to the provisions of this Grant Scope of Work. The Grantee shall be solely responsible to ensure the equipment against damage, theft or loss during the time in which said equipment is in the possession, custody, or control of the Grantee. For the duration of this Grant, 1) the Grantee shall not sell, lease, loan or otherwise transfer rights or possession to the Grant materials unless it has received prior written authorization from MassDEP, and 2) if the Grantee determines any or all of the Grant materials are not needed for the granted use, the Grantee shall assist MassDEP in the transfer of the Grant materials to (an) other municipality(ies), or be given authorization to surplus the materials if MassDEP determines that the Grant materials have no value to the Commonwealth.
7. **Use of Grant Funds:** Grant funds shall be used for **[Drop-off Recycling Equipment Type]** up to **[Award Amount]** to collect **[Target Material]** for recycling, composting, or reuse purposes. The funds must be used to purchase a container or structure meeting minimum specifications identified in the Grant Application, unless otherwise approved by MassDEP. Grantee must also meet the following conditions:
 - Equipment shall be utilized only for the collection and recycling of **[Target Material]** for a minimum of 5 years unless otherwise approved in writing by MassDEP.
 - Equipment must be permanently labeled with MassDEP's logo and "Funded by a grant from MassDEP."

For Universal Waste Programs Only:

- When collected and consolidated, universal waste must be managed according to the [Universal Waste regulations at 310 CMR 30.1000](#).
- Grantee may utilize a vendor on Massachusetts State Contract [WMR001: Hazardous, Universal, Medical, & Electronic Waste](#). 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 for 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 owner/operator of the transfer station 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, as in a DPW yard.

For Food Waste Programs Only:

- Municipalities must complete and submit a [Solid Waste Site Assignment exemption form for recycling and organics management activities](#), pursuant to 310 CMR 16.03.
- Transfer Station or Recycling Center drop-off must be free to residents who already have an entry sticker or pass. If a municipality already collects food waste at the transfer station or recycling center, grant funds may be used to establish up to three additional publicly accessible locations on municipal property (e.g., town hall, public school, etc.).
- Drop-off locations outside of the transfer station or recycling center must have a participant registration or sign-up system to track the number of users.
- Eligible use of funds include food waste collection systems (i.e., carts, dumpsters, public space containers, enclosures); certified compostable liner bags; kitchen countertop food waste containers; and outreach and education material.

8. **Invoicing:** All Grant funds are disbursed on a reimbursement basis only. Invoices must be submitted no later than **[June 30, 2027]**, to MassDEP for expenditures made in the prior fiscal year. The Grantee shall submit one request for reimbursement of equipment and signage for approved expenditures accompanied by the following documentation:
 - 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;
 - Photograph(s) of the equipment in use at the recycling center or transfer station, including required signage.
9. **Reporting:** Grantee shall file an annual Recycling and Solid Waste survey by February 15, via ReTRAC, for the duration of this grant. Failure to comply with these reporting requirements may jeopardize future grant awards.
10. **Publicity and Outreach:** All outreach materials and publicity tools (i.e., press releases, media advisories, education materials) issued by Grantee in conjunction with, or as a result of, this Grant shall include the following language: "This project is funded in part by a grant from the MassDEP". MassDEP shall retain the right to utilize and disseminate all printed outreach materials and publicity tools and artwork produced by Grantee or Grantee's contractor as a result of this Grant. Grantee shall provide MassDEP with copies of all outreach materials and publicity tools developed (in an editable electronic format). Grantee should be prepared to provide a public presentation on the results or findings of the Grant at MassDEP's request.
11. **Environmental Compliance:** Grantee understands receipt of a grant from MassDEP does not in any way imply that Grantee is in compliance with applicable environmental regulations. This Grant Scope of Work shall not be construed as, nor operate as, relieving Grantee or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. Grantee's facility(ies) are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations may result in formal enforcement actions, including penalties.
12. **Addendums:** Should MassDEP award additional Grant funds, an addendum to the Grant Scope of Work shall be provided to Grantee. The same terms and conditions apply to the addendum.

IN WITNESS WHEREOF, MassDEP and Grantee hereby execute this Grant Scope of Work.

COMMONWEALTH OF MASSACHUSETTS

John Fischer, Deputy Division Director, Solid Waste
Department of Environmental Protection

(Date)

GRANTEE/ORG NAME

(Signature of Municipal Official Authorized to Sign)

(Date)

(Print Name)

(Title)