



Massachusetts Department of Environmental Protection Sustainable Materials Recovery Program

Grant Details: Recycling Dividends Program (RDP)

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

Note: While most RDP criteria remain consistent with the Spring 2025 grant cycle of last year, changes for this year's Spring 2026 grant cycle are conveyed in both yellow highlights and bold text. MassDEP intends to implement further changes for some categories in Spring 2027; municipalities should plan accordingly.

Overview

The [Recycling Dividends Program \(RDP\)](#) is a grant offering under the [Sustainable Materials Recovery Program \(SMRP\)](#). RDP provides grant funds to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling, and waste reduction. The RDP criteria define the characteristics of a model municipal waste reduction program, essentially functioning as a "best practices" framework. Each section includes a set of activities with values ranging from 1 to 5 points. Municipalities that earn at least 1 point (**out of 23 available**) are eligible for RDP.

There are two levels of funding, Basic and Advanced. Basic level is for municipalities that earn 1-9 points; Advanced level is for municipalities that earn 10 or more points. Payment brackets, based on the number of households served by the municipal solid waste program, establish the value for each point within each level. Basic level points are 30 percent less in value than Advanced level points. Awards for a narrow subset of Environmental Justice (EJ) populations as defined below will automatically be calculated at the Advanced bracket rate, even if the total points earned are less than 10 points.

RDP recipients are required to submit an RDP Spending Report annually through [Re-TRAC Connect](#). Annual reporting will be required until all funds have been expended and is a pre-requisite to receiving RDP payments. RDP recipients are also required to submit a Recycling and Solid Waste Survey annually through Re-TRAC Connect. To be eligible, municipalities must have data from at least the two previous years on file. Both annual reports must be submitted by February 15, 2026, or one point will be deducted from the total RDP points earned. All municipalities have only one Re-TRAC Connect account. **In lieu of the annual notification of "Buy Recycled Policy" requirement, for the Spring 2026 grant cycle, municipalities are required to adopt a Sustainable Purchasing Policy, or [Environmentally Preferable Products \(EPP\) Procurement Policy](#) and attach that policy to their Certification of Minimum Eligibility submission by June 1, 2026.**

Eligible Applicants

This grant is available to municipal applicants only. Applicants should consult the [SMRP Minimum Eligibility Criteria](#) for additional grant requirements.

While most of the best practices identified in this grant application may fall under the purview of a municipality's Department of Public Works (DPW) or Board of Health (BOH), all departments within the municipality should work together to complete the application to ensure accuracy and completeness.

Program Structure

Municipalities that do not provide trash services to their residents are eligible to apply provided that a Comprehensive Hauler Regulation (as defined in Section 3 on pages 4-5) has been adopted as of the date of the application. Municipalities in this group will be awarded points valued at the lowest bracket.

MassDEP utilizes Recycling and Solid Waste (RSW) Survey data in the evaluation of RDP. If an RDP-eligible activity or program is not reflected on the most recent RSW survey filed by the municipality, please describe the program and its start date in the comments section at the end of the RDP grant application. Starting a Pay-As-You-Throw (PAYT) program after December 2025 and before June 30, 2026, is an example of a program that would not be reflected on the RSW survey.

Each RDP section includes a list of activities. Each option has been assigned a value based on the demonstrated impact that the activity has on waste reduction. For example, a full PAYT program is worth more points than a modified PAYT program in which 35-gallon trash carts are included in basic level service. Only one option may be selected for each section.

Submittal of an RDP application that contains false or misleading data may be grounds for barring the municipality from the SMRP grant program for a period to be determined by MassDEP. **Points will be awarded for new or ongoing programs and activities that were implemented or in effect during the period of July 1, 2025, through June 30, 2026.** Programs and/or activities implemented on a temporary basis for the sole purpose of meeting requirements during the evaluation process are strongly discouraged.

RDP awards are subject to appropriation of funds. MassDEP reserves the right to reduce the dollar amount awarded to municipalities based on available funding. In this instance, all awards would be reduced by the same percentage. Payments are expected to be made in the Fall of 2026.

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. A comprehensive list of [Approved Spending Categories](#) for RDP and Regional Small Scale Initiatives funds is provided on the [RDP webpage](#). **Special spending requests will not be considered.** If the municipality is unsure whether a desired activity or item falls under one of the approved spending categories, please consult a [Municipal Assistance Coordinator \(MAC\)](#).

Use of a dedicated account for RDP grant funds is required. If a municipality does not currently have a dedicated account, they must certify that they will have one in place before they accept an award and when signing the RDP Grant Scope of Work. A dedicated account is a separate account managed by the municipality for specific funding sources. In the case of an RDP dedicated account, this means that the municipality will save separately all RDP funds awarded by MassDEP to ensure that these funds are utilized for approved waste reduction, reuse, and recycling initiatives as defined on the [Approved Spending Categories](#) document.

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. However, RDP funds are intended to be invested in waste reduction activities and NOT be reserved for a rainy-day fund. All municipalities are required to report on their anticipated spending plans for RDP grant funds, including estimated dollar amount(s) for the planned activity(ies), information on items that they intend to procure, and a timeframe for spending. Further action may be required for municipalities that have not spent at least **30 percent** of RDP funds over time AND were awarded more than **\$10,000**. MassDEP may delay, modify, or deny future payments if a municipality is not expending funds as intended.

RDP Environmental Justice Populations

[Environmental Justice \(EJ\) Population Data](#) is derived from the 2020 American Community Survey and the 2020 decennial census, based upon demographic criteria developed by the Massachusetts Executive Office of Energy and Environmental Affairs. "Environmental justice is based on the principle that all people have a right to be protected from environmental hazards and to live in and enjoy a clean and healthful environment regardless of race, color, national origin, income, or English language proficiency. Environmental justice is the equal protection and meaningful involvement of all people and communities with respect to the development, implementation, and enforcement of energy, climate change, and environmental laws, regulations, and policies and the equitable distribution of energy and environmental benefits and burdens." See [the Environmental Justice Policy of the Executive Office of Energy and Environmental Affairs for more information](#).

A small subset of EJ populations will be granted special consideration in RDP grants. This subset (hereinafter referred to as RDP EJ Populations) is defined as those communities in which 45 percent or more of their residents live in an EJ Census Block Group that meets combined criteria for either 1) minority population (1.b.) AND income ("MI") components OR 2) minority population (1.a. or 1.b.), income, AND English isolation ("MIE") components, as defined below:

1. MINORITY POPULATION ("M"):
 - a. Minorities make up 25 percent or more of the population and the annual median household income of the municipality in which the neighborhood is located does not exceed 150 percent of the statewide annual median household income, OR
 - b. Minorities make up more than 40 percent or more of the population regardless of the income of the municipality.
2. INCOME ("I"): The annual median household income is not more than 65 percent of the statewide annual median income.

3. ENGLISH ISOLATION (“E”): 25 percent or more of households include no person over the age of 14 who speaks English very well.

The 51 Massachusetts municipalities identified in the Table below meet one of the above categories for MIE or MI status and have 45 percent or more of their population living in an EJ census block group (see next page). The list below may differ from previous years’ due to updated census data and clarity in the Commonwealth’s EJ definition, noted above. A full listing of municipalities and the criteria that define their EJ status is [available online](#).

2026 RDP EJ Populations						
Amherst	Chelsea	Greenfield	Lynn	Norwood	Saugus	Waltham
Ashland	Chicopee	Haverhill	Malden	Oak Bluffs	Somerville	Watertown
Ayer	Clinton	Holbrook	Marlborough	Pittsfield	Southbridge	Webster
Boston	Everett	Holyoke	Medford	Quincy	Springfield	West Springfield
Braintree	Fall River	Lawrence	Methuen	Randolph	Sunderland	Westborough
Brockton	Fitchburg	Leominster	Milford	Revere	Taunton	Woburn
Brookline	Framingham	Lowell	New Bedford	Salem	Tisbury	Worcester
Cambridge	Gardner					

RDP Payment Brackets for the Spring 2026 Grant Cycle

Number of Households that Receive Trash Service Provided by the Municipality	Point Value - Basic Level 1-9 pts.	Point Value - Advanced Level ≥ 10 pts. and RDP EJ Populations
0 - 4,999	\$420	\$600
5,000 - 7,499	\$770	\$1,100
7,500 - 9,499	\$910	\$1,300
9,500 - 12,499	\$1,260	\$1,800
12,500 - 16,999	\$2,100	\$3,000
17,000 - 24,999	\$2,450	\$3,500
25,000 - 31,999	\$2,800	\$4,000
32,000 - 99,999	\$4,550	\$6,500
100,000 +	\$7,000	\$10,000

Evaluation Criteria

As described in the Overview and Program Structure (see page 1), the RDP grant program is unique in that awards are evaluated based on responses for specific activities followed below. Each response corresponds to a specific point value, and therefore, award amount, that is unique to the applicant and based on the payment brackets described above. MassDEP uses yellow highlight and bolded text for instances where there is a substantial change to the points or criteria.

Section 1: Bulky Items Collection

The bulky item fee schedule must be posted on the municipal website and specific items identified. The direct link to this fee schedule with items clearly listed must also be provided. For this RDP Section, Bulky Items collected can be disposed of OR recycled.

- The municipality or its hauler charges residents a fee of not less than \$5 each for the handling of at least three of the following bulky items, either at the curb or at its municipal drop-off: upholstered furniture, wood furniture, toilets, sinks, and/or carpet. For curbside communities, if the municipality’s trash hauler is instructed not to collect one or more of these items, and the municipality provides residents with the name of a company that will pick the item(s) up curbside for a fee, you can count those items. This information must be posted on the municipal website. **[1 point]**
- None of the above. **[0 points]**

Section 2: Center for Hard to Recycle Materials (CHARM)

A Center for Hard to Recycle Materials (CHARM) is a location where materials are collected for **recycling or reuse**. The CHARM must be in the municipality or an adjacent community (i.e., shares a border). An exception to the ‘adjacent’ requirement will be made for rural areas within a ten-mile radius of an open CHARM. Individual items may be collected at different locations within the same geographic area (e.g., books and textiles collected at schools). All materials must be

source-separated, **and the recycling processor or reuse organization (not the hauler) must be identified. Do not list the municipal trash or recycling hauler.** Items sent for disposal as trash, including waste to energy, do not qualify.

In order to get credit as a CHARM that is promoted and accessible to its residents, a municipality must list the collection location(s) on their municipal website as well as MassDEP's [Beyond the Bin](#) online recycling directory. For assistance with confirming the municipal listing or adding a new listing, please visit this [Folder which includes a Video Tutorial and Instructional Guide](#). **Note: MassDEP intends to update this section further in the Spring 2027 grant cycle, which may include requirements for collecting additional or specific priority items.**

- Residents must be able to drop off a minimum of **12 CHARM items** (2 required plus 10 optional) at least once per month for twelve months of the year. **[3 points]**
- Residents must be able to drop off a minimum of **8 CHARM items** (2 required plus 6 optional) at least once per month for twelve months of the year. **[2 points]**
- **Residents must be able to drop off a minimum of 8 CHARM items (2 required plus 6 optional) at least once per month for at least nine months of the year. [1 point]**
- None of the above. **[0 points]**

Required CHARM Items:

1. Mercury bearing products – must collect fluorescent lamps/CFLs (compact fluorescent lamps), button batteries, thermostats, thermometers, and other mercury containing products.
2. Textiles – must be collected via a permanent collection bin on municipal property, school textile recycling bins, and/or curbside collection.

Optional CHARM Items:

1. Automotive wastes – must collect tires and lead acid batteries, AND either oil OR antifreeze.
2. Books/media – must be a book reuse organization, not a paper recycler or a Materials Recovery Facility.
3. Bulky rigid plastics.
4. Electronic wastes.
5. Fire extinguishers AND twenty-pound propane tanks.
6. Household batteries – must collect all types of non-alkaline batteries, **including lithium-ion batteries.**
7. Large appliances.
8. Mattresses and box springs – recyclers must either reuse or deconstruct the mattress and recycle at a minimum the wood, metal, and foam to qualify.
9. Paint – **must include oil-based paint.** All paint must be sent for recycling, fuel blending, or hazardous waste disposal. Collection for reuse by residents and small businesses qualifies. Seasonal paint collection at least six times per year qualifies.
10. Plastic films (e.g., plastics bags, boat wrap, agricultural wrap). Plastic bags and film collected at local grocery or retail stores do not qualify. Marine boat plastic/wrap and agricultural wrap collected at least once per year qualifies if promoted by the municipality.
11. Shredded paper – one event per year qualifies. Events conducted at local businesses qualify if promoted by the municipality.
12. Solar panels.
13. Source separated gypsum wallboard.
14. String lights (e.g., Christmas tree/holiday lights) – seasonal collection at least once per year qualifies.
15. Wood – must be source separated construction and demolition (C&D) wood. Collecting mixed C&D and sending to a C&D processor does not qualify.
16. Yard waste – must include leaves and grass clippings collected via curbside pickup and/or drop-off a minimum of four times per year (collection of Christmas trees only does not qualify).

Section 3: Curbside Recycling Regulations

Points claimed in this category are based on whether the municipality has codified recycling requirements (via bylaw, ordinance, or regulation) pertaining to residential and/or commercial collection of recyclable materials. There are two subsections within this category; the first focuses on Hauler Requirements, the second focuses on Resident Requirements. Municipalities may choose one option overall.

Subsection 3a. Comprehensive Private Hauler Regulations (PHR)

A municipality may be eligible for points in this category if they have regulations for permitted haulers which require the collection of recyclables from customers who receive solid waste services. Additionally, the comprehensive regulations must require haulers that serve residents and businesses to provide both trash and recycling collection together as a bundled service at a rate that reflects the cost of both services (i.e., they cannot offer trash services only for a lower rate while charging extra for recycling services), with the exception of businesses that provide proof of separate recycling services. Mandatory recycling for generators must be required through this regulation, or a separate municipal bylaw/ordinance, regulation, or policy. The following requirements must also be met:

- The municipality is actively enforcing comprehensive hauler regulations that apply to **both residents and businesses**, with ongoing communication to all permitted haulers via notices and/or letters on municipal letterhead alerting them of violations and actions required. Must be able to show documentation of enforcement such as tracking sheet, copy of warnings/tickets/letters issued to haulers, and/or the process of revocation of hauler permits. **[3 points]**
- The municipality is actively enforcing comprehensive hauler regulations that apply to **residents only**, with ongoing communication to all permitted haulers via notices and/or letters on municipal letterhead alerting them of violations and actions required. Must be able to show documentation of enforcement such as tracking sheet, copy of warnings/tickets/letters issued to haulers, and/or the process of revocation of hauler permits. **[2 points]**
- The municipality has adopted a bylaw/ordinance and/or regulation or combination thereof that requires permitted haulers to provide recycling to all generators, residential and commercial, as a bundled service, and requires mandatory recycling by all generators. A municipality may claim the adoption point for a maximum of 3 years. **[1 point]**

Subsection 3b. Mandatory and Quality Recycling Requirements

A municipality may be eligible for points in this category if they have implemented AND actively enforced a rule, code, bylaw, or ordinance that requires residents to recycle or else be subjected to a fine or other penalty (e.g., rejected collection at the curb). The enforcement may be done by a dedicated enforcement and outreach coordinator employed by the municipality, or through the hauler contracted by the municipality. The differentiation in points based on specific hours spent on enforcement per week has been eliminated. Examples of supporting documentation of active enforcement include tracking report, samples of warnings or fines, etc. The municipality must have a mandatory recycling bylaw/ordinance, regulation and/or a policy on reducing contamination of the recycling stream, enacted or voted on by an official municipal board or committee. This must include a list of acceptable recyclable materials, a minimum of three of the top contaminants, and standard operating procedures for identifying, tracking, and enforcing.

- The municipality regularly enforces these rules AND is measuring the results through annual recycling audits **conducted by the municipality's Material Recovery Facility (MRF)** to assess contamination levels. Must show proof of enforcement and at least one annual recycling audit. **[3 points]**
- The municipality regularly enforces these rules. Must show proof of a municipal employee's enforcement protocols or procedures. **[2 points]**
- The municipality's hauler enforces these rules because it is either in their contract or part of their standard operating procedure. Must show proof of the hauler's enforcement, including daily notification to municipal officials of non-compliance. **[1 point]**
- None of the above. **[0 points]**

Section 4: Diversity, Equity, and Inclusion in Recycling Programs

Municipalities MUST utilize multilingual trash and recycling guides as part of their diversity, equity, and inclusion (DEI) program to be eligible for points in this category. When claiming activities related to translation of other materials, the use of Google Translate on the municipal website does not count. Direct links to the materials on a municipal or school website must be provided; a link to RecycleSmartMA.org does not qualify. MassDEP acknowledges that low-income classification varies amongst municipalities. When selecting applicable activities, use the municipality's classification standards.

- The municipality has completed a minimum of **3** activities from the lists below (1 required and 2 optional). **[1 point]**
- None of the above. **[0 points]**

Required DEI Activities:

1. Multilingual trash and recycling guides or [Recycle Smart translated guides](https://RecycleSmartMA.org) are available on the municipality's website and/or sent as a mailer.

Optional DEI Activities:

1. Reduced or subsidized PAYT bag or sticker fees are available for low-income or residents experiencing other hardships. This option is only available to municipalities that have an active PAYT program (i.e., a full PAYT or modified program with 35-gallon trash carts); overflow bags are not considered.
2. Multilingual trash and recycling materials are provided to property managers to share with residents of multifamily households in apartment/condominium complexes, public housing and/or mobile home parks.
3. Multilingual trash and/or recycling guidance/signage is posted at drop-off location.
4. Multilingual guides for HHW (proper handling and examples of HHW products) are available on municipal website and/or sent as mailer.
5. Multilingual trash and recycling guides are available on school website or distributed at schools for students/families.
6. Reduced Transfer Station/Recycling Center access fee, **or reduced annual fee for curbside collection programs**, is available for low-income residents, or residents experiencing other hardships. This option is not applicable for municipalities that do not charge a fee (i.e., tax-based system).
7. Reduced costs for HHW collection/bulky waste/zero waste collection events are available for low-income residents, or residents experiencing other hardships. Not applicable for municipalities that do not charge a fee (i.e., tax-based system).
8. Hosted multilingual webinar or social media live stream/video or Cable TV program once per year for recycling education/outreach or created multilingual video guides.
9. Recycling services are provided by the municipality to large apartment buildings (6 or more units), mobile home parks, condominium complexes, and/or public housing. **Note: selection of this activity will count as 2 DEI initiatives toward the required 3 to earn the DEI point.**
10. The municipal ordinance, bylaw, and/or regulation requires all new residential construction, with the exception of single-family dwellings, to include a provision that requires recycling services be provided to all household units. Infrastructure, including space for recycling receptacles and containers must also be provided. **Note: this is not akin to a municipality's mandatory recycling bylaw or ordinance (referenced in Section 3 on page 5), in which the onus for recycling is on the resident. To get credit for this activity, recycling services must be provided by the municipality or contracted hauler.**
11. The municipal curbside contract or the written policies and operating procedures at the transfer station included a provision requiring haulers or transfer station staff to ensure alternative recycling collection for residents with physical disabilities.
12. Conducted a **presentation (online or in-person)** that included information about local and state trash and recycling policies to adult and/or continuing education classes for English language learners, immigrants, refugees, migrants, or other non-governmental marginalized groups such as through apartment complexes, senior centers, tribal groups, church communities, etc.

Section 5: Household Hazardous Waste (HHW) Collection

A [comprehensive Household Hazardous Waste \(HHW\) collection event](#) differs from a CHARM (see page 3) in that it accepts a broad range of products, including but not limited to pesticides, pool chemicals, oil-based paint, flammables, automotive products, elemental mercury, cleaning products, and other chemicals. House-to-house mobile pick-up by a licensed hazardous waste transporter qualifies if all residents from all municipalities involved are allowed to participate.

Location(s), dates and times for all collection types must be identified AND be promoted through all channels used for educating residents. Dates listed must be within **FY2026** (July 1, 2025-June 30, 2026). The municipal official in the municipality where the event was held, or the contracted vendor, must register all HHW events through the [MassDEP Notification for Household Hazardous Waste Events system](#). **This notification requirement does not apply to permanent HHW facilities established per 310 CMR 30.393.** Directing residents to privately owned facilities does not qualify.

Subsection 5a. Six or More Opportunities per Year

- Hosts a comprehensive permanent HHW collection center. Permanent HHW collection centers must be listed on MassDEP's [HHW webpage](#). A single municipality hosting six or more HHW collection events per year is considered "permanent" and qualifies. **[2 points]**
- Participates in a comprehensive regional HHW collection center at a public facility. A regional collection center is defined as one permanent location that serves multiple municipalities. Permanent HHW collection centers must be listed on MassDEP's [HHW webpage](#). Municipality has an agreement with a regional center and pays a membership fee. **[2 points]**

- Participates in a comprehensive regional HHW collection center at private facility. Municipality signs a contract and pre-pays funds sufficient to cover 1 percent of the town's TOTAL HOUSEHOLDS multiplied by \$50 per household. Facility must be accessible once per month, eight months of the year, and located within 20 miles. **[2 points]**
- Participates in a comprehensive reciprocal arrangement. A reciprocal collection event is a municipal partnership that allows residents from a partner municipality to participate in all events held by all partner municipalities. Municipality has a group agreement that allows access to events hosted by municipalities of the group. **[2 points]**

Subsection 5b. Two or More Opportunities per Year

- Hosts two comprehensive events per year; both events are located in the municipality. **[1 point]**
- Funds two comprehensive HHW collection events each year through a reciprocal arrangement. Municipality has a group agreement that allows for access to a minimum of two events hosted by municipalities of the group. **[1 point]**
- None of the above. **[0 points]**

Section 6: Organics / Food Waste

The organics section targets food waste (as opposed to other organic material). Yard waste is included in the CHARM Section (page 3). There are four subsections within this category. Municipalities may choose only one option overall. **Note: MassDEP intends to update this section further in the Spring 2027 grant cycle, which may include additional food waste diversion options, performance criteria, and/or redistribution of points.**

Subsection 6a. Curbside Collection

Weekly curbside collection of **source-separated food waste** is available to residents through either the municipality or a private vendor. The municipality must publicize this program on its website and provide other promotional material describing the program including vendor contact information (when applicable), pricing, and food waste education. Must also provide the number of households participating in the program.

- Food waste is collected curbside weekly from all households served by the municipal trash program. **[3 points]**
- Food waste is collected curbside at least weekly from households participating in a municipally funded or subsidized private subscription collection program. A municipal contribution of at least \$35 towards the yearly rate or provision of a food waste cart to each participating household may qualify as a municipal contribution. Note: Only municipalities that can document at least **5 percent** of households participating in the program will receive the full points for their program, otherwise they will receive one fewer point. **[1-2 points as eligible]**
- Food waste is collected weekly from households currently participating in a municipally funded pilot program. A project is considered a "pilot" for a maximum of 3 years. **[1 point]**
- Municipality selects a preferred vendor(s) through a public procurement process and contracts a per-household rate for residents that opt in to a fee-based curbside collection of food waste. Must provide a copy of the RFP or contract. **[1 point]**
- Food waste is collected weekly via a private subscription. The municipality does not fund or provide subsidies but does advertise via its website, including pricing and contact information for vendor(s). **[1 point]**

Subsection 6b. Drop-Off Center Collection

The municipality provides a collection location for residents to drop off **source-separated food waste**. **Municipality has submitted a Notification Form for New or Newly Acquired Exempt Activity to MassDEP for operating a food waste collection site.** The municipality must provide the address of the municipally owned collection center and promote the program through an active outreach and education campaign. In addition to including information on the **municipal website**, other examples of effective outreach include home composting workshops, demonstrations at farmers markets, local fairs/festivals or similar public events, and a video program at the library and/or on local TV. A post on social media does not qualify as outreach if the information is not on the municipal website.

- Food waste is collected at a municipally owned collection center AND the municipality offered home compost bins to residents at cost or less with an effective promotion and outreach program as described above. Must provide the number of home compost bins sold in the current fiscal year; price charged to residents; link to the promotion of home compost bin availability on the municipal website; and a link to publicity about the education program. **[2 points]**
- Food waste is collected at a municipally owned collection center. **[1 point]**

Subsection 6c. Backyard Composting

- Municipality offers home compost bins to residents at cost or less. The municipal website has information about how to purchase the bins, including pricing. In addition, the municipality has an active outreach and education component.

Examples of effective outreach include posting videos of composting instructions and links on the municipal website; home composting workshops or demonstrations at farmers markets or local fairs/festivals or similar public events; and a video or demonstration program at the library and/or on local TV. Must provide the number of home compost bins sold in the current fiscal year; price charged to residents; link to the promotion of home compost bin availability on the municipal website; and a link to publicity about the education program. **[1 point]**

Subsection 6d. Food Rescue and Other Food Waste Diversion

- Municipality or school coordinates local program for food rescue and donation via programs such as share tables at schools, community refrigerators, and food pantries, that support students, low-income residents, seniors, and/or those in need. **[1 point]**
- None of the above. **[0 points]**

Section 7: Recycling Center Access

At a minimum, municipality permitted access to municipal recycling center for recycling paper, bottles, jars, jugs, tubs, cans, and cardboard. Municipality publicizes permitted access on its website, and/or drop-off center signs.

- Haulers collecting from residential customers are encouraged to tip recyclables at the municipal facility. Municipality notifies haulers of this option via annual notification through permit application, mailing, or email. Private haulers serving residents may plan their collection routes such that they collect from residents in another municipality in the same load. To earn these points, the hauler must be able to tip recyclables even if some of the material was not generated by the municipality's residents. **[2 points]**
- Businesses are allowed to drop off recyclables and are encouraged to do so via annual outreach. **[1 point]**
- Municipal recycling center is open to residents not served by the municipal curbside collection program (i.e., condominiums, multifamily units, etc.). Only municipalities that have a curbside collection program are eligible for this point. Municipality notifies residents via annual outreach, electronic signboard in high traffic locations, sandwich boards, mailers to landlords, banner on municipal website, or other notification approved by MassDEP. **[1 point]**
- Municipal recycling center is open to non-residents for the drop-off of recyclables. **[1 point]**
- None of the above. **[0 points]**

Section 8: Reuse Programs

Municipalities can identify more than one reuse activity that they have implemented in the year and are encouraged to diversify and expand their reduce, reuse, and repair initiatives.

- The municipality completes a minimum of **3** activities from the list below. **[2 points]**
 - The municipality completes a minimum of **1** activity from the list below **[1 point]**
 - None of the above. **[0 points]**
1. Permanent [Swap Shop](#) located in the municipality that is secure, enclosed, and open year-round, at least one day per month, where residents can drop-off reusable items for others to take. A 'swap area', or 'swap table' that is cleared into the trash (solid waste) at the end of each day does not qualify for this activity. **Note: selection of this activity will qualify as 2 reuse activities towards the point options above.**
 2. Seasonal Swap Shop located in the municipality that is secure, enclosed, and open AT LEAST six months per year, one day per month, where residents can drop-off reusable items for others to take.
 3. Regional Swap Shop that is promoted by participating municipalities. Information about hours, location, and items accepted must be posted on the municipal website.
 4. Local bylaw, ordinance, or regulation bans the distribution of at least two single use items at businesses that serve the public including grocery stores, food service establishments, convenience stores, retailers, and pharmacies. Examples include plastic water bottles, bags, straws; polystyrene cups, containers; miniature alcohol bottles (e.g., nips); disposable lunch trays (in schools); and disposable utensils.
 5. Municipality requires a [materials management plan](#) for all building, renovation, and/or demolition projects, including a building material assessment and inventory to identify materials that can be diverted for reuse or recycling rather than demolition (e.g., as part of demolition delay, building permit process, or other mechanism). Municipality provides information about deconstruction practices and outlets for materials during this process.
 6. Municipality enacts a program that incentivizes building deconstruction by expediting building permits and/or reducing or waiving permit fees for projects that incorporate deconstruction and reuse/recycling rather than demolition. **Note: selection of this activity will qualify as 2 reuse activities towards the point options above.**

7. Municipality engages in a pilot [deconstruction project](#) at a designated building that will serve as a model for the practice of deconstruction. Must provide details on the specifics of the project, materials recovered, receiving vendors/outlets, etc. A project is considered a “pilot” for a maximum of 3 years.
8. Community Repair Event where the public can bring broken household items and receive assistance or coaching from volunteer “repair experts” to return the item to service. The event(s) must be held within the municipality; virtual repair events will earn credit only if they are coordinated by the municipality. The event must be modeled after a [Fixit Clinic](#), [Repair Café](#), or a similar repair initiative.
9. Non-municipally run community repair events that the municipality provides significant monetary and/or in-kind donations to the event organizers AND promotes the repair events on the municipality’s website/social media platforms.
10. Zero Waste Day (“Reuse Rodeos”/Donation Events) that acts as a “one-stop shop” for residents to drop off items for reuse and/or recycling. The event must be held in the municipality or an adjacent municipality (i.e., shares a border), and have no fee charged to residents for participation. Residents are able to drop-off and/or pick up common reusable items representing a minimum of 8 (eight) categories from the [this list](#).
11. Regional Zero Waste Day: An exception to the adjacent community requirement will be made for rural areas within a ten-mile radius of the event.
12. Tool Library/Library of Things that lends reusable items to the public at no charge and is open at least one day per week. The library consists of at least thirty items from a minimum of 3 (three) categories from [this list](#).
13. Non-municipally run Tool Library/Library of Things that the municipality provides significant monetary and/or in-kind donations to the organization running the library AND promotes the library on the municipality’s website/social media platforms.
14. Dishwashers and reusable dishware are utilized in K-12 grade school cafeteria(s) in the majority of schools in the municipality’s school district. Total number of schools in the district as well as the number of schools with reusable dishware, must be provided.
15. The majority of the student population in a municipality’s **regional** school district attends a school that utilized dishwashers and reusable dishware in their cafeteria(s). Total number of students in the district as well as the number of students attending a school with reusable dishware, must be provided. **Note: A municipality may select item #14 OR #15 depending on whether their school district is municipal or regional in nature. If the municipality has school buildings that are both district-wide and regional, they should continue to choose one activity. They will not get credit for both options.**
16. **Municipality has established a process for sharing surplus goods that are no longer needed, and valued at less than \$10K, between its municipal departments and schools, before recycling or disposal. All employees must make these usable surplus goods available to another department or donate to a local reuse organization before disposal, in accordance with the municipality’s established procedure.**
17. Municipality hosts/coordinates and promotes a community-wide yard sale where usable and/or leftover items are collected and the municipality (or an organization contracted by the municipality) directs items to donation, reuse, or recycling organizations.

Section 9: Solid Waste Reduction

If a municipality offers more than one option for solid waste management or offers more than one size cart, please identify the option utilized by the greatest percentage of households served by the municipal trash program (i.e., primary trash program). Excess trash must either be left behind or have a fee associated for each additional unit in the form of an official PAYT bag, sticker, tag, or punch card. If excess trash can be brought to a transfer station at no cost, the program does NOT qualify.

Municipalities may receive full points when the primary trash program is a full or modified PAYT program AND the municipality:

- 1) can document that at least 50 percent of eligible households participate in the PAYT program, OR
- 2) has a [comprehensive private hauler regulation](#) requiring recycling service and bundled pricing, for all residential trash customers (as defined in Section 3 on pages 4-5).

Otherwise, they will receive one fewer point. This performance metric does not, however, apply to municipalities that are claiming PAYT points for the first time (i.e., they will automatically receive maximum eligible points the first year of implementation). The maximum eligible points for each option remain the same.

When calculating the participation rate for PAYT programs, MassDEP will compare the number of participating households to ALL households within the municipality for drop-off only programs as technically, all households are eligible for the program. For municipalities that utilize curbside collection, MassDEP will compare the number of

participating households to the total number of households eligible to participate in the curbside program, (e.g., 1-4 family dwellings). For curbside municipalities that have implemented multiple trash cart sizes, MassDEP will consider the number of each cart size provided; to get full credit, a municipality must have more than 50 percent of eligible households utilizing a 35-gallon or smaller cart as the primary collection container.

See examples below:

A municipality will receive full points if:

- 1,000 HHs are eligible to participate in the municipal PAYT program and more than 500 do so.
- 1,000 HHs are eligible to participate in the municipal PAYT program and less than 500 do so, AND the municipality has a comprehensive private hauler regulation.
- Municipality has newly implemented a PAYT program and is claiming RDP points for the first time.

A municipality will receive 1 fewer point if:

- 1,000 HHs are eligible to participate in the municipal PAYT program and less than 500 do so. The municipality does not have comprehensive private hauler regulations.
- 1,000 HHs are eligible to participate in the Modified PAYT program with multiple trash cart sizes available, and less than 500 use a cart that is 35-gallons or less. The municipality does not have a comprehensive private hauler regulation.
- Full PAYT: A full program requires all trash to be placed in a PAYT bag OR requires the use of stickers or tags affixed to each bag of trash disposed, OR the use of a punch card which is punched for each bag of trash disposed at the transfer station. **[4-5 points as eligible]**
- Modified PAYT: A modified program provides each household with a 35-gallon unit of trash or less per week in basic level service. Trash in excess of 35 gallons must be placed in an official PAYT bag, sticker, tag, or punch card purchased by residents. **[3-4 points as eligible]**
- Trash Limit: A municipality with trash limits of one 64-gallon trash cart collected **every other week** may qualify only if a municipality has biweekly trash collection and overflow bags are purchased for excess trash. **[3 points]**
- Trash Limit: Households are limited to one 48-gallon cart of trash capacity each week. Overflow bags must be purchased for excess trash. **[2 points]**
- Trash Limit: A municipality with trash limits of one 96-gallon trash cart collected **every other week** may qualify only if a municipality has biweekly trash collection and overflow bags are purchased for excess trash. **[2 points]**
- None of the above. **[0 points]**

Section 10: Waste Prevention Outreach and Education

Note: Empty pizza boxes MUST be identified as recyclable in the outreach and educational initiatives. If MassDEP finds that a municipality includes messaging that empty pizza boxes should be thrown in the trash (greasy or not), the municipality is not eligible for this point. **MassDEP expects to update this requirement in the Spring 2027 grant cycle so that municipalities accurately reflect that empty paper cups are recyclable. Municipalities should update their outreach material with paper cups on the “Yes” list. See [these resources](#) from Recycle Smart MA for more information.**

- The municipality has completed a minimum of 6 outreach and education activities (1 required plus 5 optional) from the lists below. **[1 point]**
- None of the above. **[0 points]**

Required Outreach and Education Activities:

1. Has a dedicated webpage containing direct links to the [Beyond the Bin Search Directory](#) and [RecycleSmartMA.org](#), and has embedded the [Recycle Smart Recyclopeda Widget](#) (or something comparable).

Optional Outreach and Education Activities:

1. Sends an annual town-wide household recycling mailing (e.g., postcard, brochure, refrigerator magnet, or utility insert). A handout distributed at the recycling center qualifies as a mailer for non-curbside communities.
2. Actively uses and maintains at least one social media platform: Facebook • X • Instagram • Neighborhood Group/Profile on NextDoor.com or regularly publishes a widely distributed paper or electronic newsletter.
3. Runs an advertisement or public service announcement.
4. Publishes a press release.

5. Creates a **local, municipal, or regional guide** or manual such as: Move-Out, Recycling or Reuse Guide, A-Z Recycling Guide, etc.
6. Runs a message via a sandwich board, electronic ticker tape sign, mural, billboard, or **targeted lawn sign campaign** two times per year. **This should be at a municipal location outside of the transfer station, recycling center, or other recycling drop-off area, such as a town/city hall, school, or other municipal building.**
7. Publishes a waste reduction goal or makes progress toward a previously declared goal.
8. An active recycling committee or other municipally recognized entity assists with education and outreach.
9. Distributes recycling bins or tote bags to multi-family apartment units. These MUST have printed recycling instructions or Recycle Smart messaging included.
10. Replaces a municipal list of recyclable items with a list consistent with Recycle Smart and related graphics. Note: a municipality may only claim this activity once in this point category. **MassDEP will consult your application from the previous year to determine if this is duplicative.**
11. Subscribes to a mobile recycling application that is made available to residents seeking information about recycling and trash schedules, special events, etc.
12. Conducts a recycling campaign, or Recycling 101 refresher course, for municipal buildings and schools which involves reminder notices of recycling specifics, the contribution of recyclables collected by municipalities to recycling markets and signage. Recycle Smart resources must be utilized.
13. **Tables at a community event to provide recycling education to residents. Examples include town day, farmers' markets, community-wide litter pick-ups or clean-up events.**
14. Reshares at least six [Recycle Smart MA](#) social posts on municipal social media platforms (Facebook, Instagram, etc.) AND **the municipality** is signed up as a [Recycle Smart MA Partner](#).

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

RDP Worksheet

Recycling Dividends Program Worksheet - Spring 2026

Please refer to the [Spring 2026 Recycling Dividends Program \(RDP\) Grant Guidelines](#) for more details on specific categories and eligibility.

RDP Category Options - Select One	Possible Points	Your Projected Points
Section 1: Bulky Items		
Bulky items, minimum fee \$5, collection of 3 or more of the following items: upholstered or wood furniture, toilets, sinks, carpet.	1	
None of the above.	0	
Section 2: Center for Hard to Recycle Materials (CHaRM)		
Collect Charm items at least 9-12 times per year. Consult guidelines for full details. Required: Mercury products, textiles. Optional: Automotive wastes, books/media, bulky rigid plastics, electronics, fire extinguishers + 20 lb. propane tanks, all types of household batteries (including Li-ion), appliances, mattresses, paint, plastic bags/film, shredded paper, solar panels, source separated gypsum wallboard, string lights, wood, yard waste.		
Collect 12 Charm items at least 12 times per year	3	
Collect 8 Charm items at least 12 times per year	2	
Collect 8 Charm items at least 9 times per year	1	
None of the above.	0	
Section 3: Curbside Recycling Regulations		
Subsection 3a. Comprehensive Private Hauler Regulations (PHR)		
Actively enforced PHR that apply to both residents and businesses, with ongoing communication to all permitted haulers via notices and/or letters on municipal letterhead alerting them of violations and actions required.	3	
Actively enforced comprehensive hauler regulations that apply to residents only, with ongoing communication to all permitted haulers via notices and/or letters on municipal letterhead alerting them of violations and actions required.	2	
Adopted a bylaw/ordinance and/or regulation or combination thereof that requires permitted haulers to provide recycling to all generators, residential and commercial, as bundled service, and requires mandatory recycling by all generators.	1	
Subsection 3b. Mandatory & Quality Recycling Requirements		
Actively enforced recycling rules AND measured the results through an annual recycling audit to assess contamination (conducted by the MRF).	3	
Actively enforced recycling rules through enforcement protocols or procedures.	2	
The hauler enforced recycling rules through their contract or part of their standard operating procedures.	1	
None of the above.	0	
Section 4: Diversity, Equity and Inclusion in Recycling Programs		
Complete a minimum of 3 activities from the lists below. Consult guidelines for full details. Required: Multilingual trash and recycling guides on website and/or sent as a mailer. Optional: Reduced or subsidized PAYT bag or sticker fees for low-income or other hardships; Send multilingual materials to property managers for multifamily homes/apt/condos; Multilingual recycling & trash reminders/signage at drop-off location; Multilingual guides for handling HHW properly available on website and/or sent as mailer; Multilingual handouts/guides available at schools for students to take home; Reduced Transfer Station/Recycling Center access fee for low-income residents; Reduced costs for HHW collection/bulky waste/zero waste collection events for low-income residents, or other hardships; Host multilingual webinar or social media live stream/video or Cable TV program 1x/year for recycling education/outreach or creates video guides; Recycling services were provided by the municipality at large apartment buildings, mobile home parks, condos and/or public housing; Municipal regulations required all new construction, with the exception of single-family housing, to included recycling provisions.; The municipal curbside contract included a provision requiring haulers ensure alternative recycling collection for residents with disabilities; Presented information about local and state trash and recycling policies to adult and/or continuing education classes for non-governmental marginalized groups.	1	
None of the above.	0	

Recycling Dividends Program Worksheet - Spring 2026

Please refer to the [Spring 2026 Recycling Dividends Program \(RDP\) Grant Guidelines](#) for more details on specific categories and eligibility.

RDP Category Options - Select One	Possible Points	Your Projected Points
Section 5: Household Hazardous Waste (HHW)		
Subsection 5a. Offered Six or More Times Per Year		
Hosted a comprehensive permanent HHW collection center or held 6 events a year.	2	
Participated in a comprehensive regional HHW collection center at a public facility.	2	
Municipality has an agreement with a regional center and pays a membership fee.	2	
Participated in comprehensive regional HHW collection center at private facility. Municipality signs a contract and pre-pays funds.	2	
Participated in comprehensive reciprocal arrangement. Municipality has a group agreement that allows for access to events hosted by municipalities of the group.	2	
Subsection 5b. Offered Two or More Times Per Year		
Hosted 2 comprehensive events per year; both events are located in your municipality.	1	
Funded 2 comprehensive HHW collection events each year through a reciprocal arrangement.	1	
None of the above.	0	
Section 6: Organics / Food Waste		
Subsection 6a. Curbside Collection		
Food waste is collected curbside weekly from all households served by the municipal trash program.	3	
Food waste is collected weekly from households participating in a municipally funded or subsidized program. Points vary based on performance measures. Consult guidelines for full details.	1 or 2	
Municipality selected a preferred vendor(s) through a public procurement process and contracted a per-household rate for residents that opt-in to a fee-based curbside collection of food waste.	1	
Food waste is collected weekly via a private subscription. The municipality does not fund or provide subsidies, but does advertise vendors via their website, including pricing and contact information for vendor(s).	1	
Subsection 6b. Drop-off Center Collection		
Food waste collected at municipally owned collection center AND municipality offered home compost bins to residents at cost or less.	2	
Food waste collected at municipally owned collection center.	1	
Subsection 6c. Backyard Composting		
Municipality offered home compost bins to residents at cost or less.	1	
Subsection 6d. Food Rescue		
Municipality or school coordinates local program for food rescue and donation.	1	
None of the above.	0	
Section 7: Recycle Center Access		
Recycling Center open to Local Haulers.	2	
Recycling Center open to Businesses.	1	
Recycling Center open to Residents Not Served by Municipal Program.	1	
Recycling Center open to Non-Residents.	1	
None of the above.	0	
Section 8: Reuse Initiatives		
Municipality completes 1-3 activities from the list below. Consult guidelines for full details. Permanent Swap Shop.; Seasonal Swap Shop open six months/year.; Regional Swap Shop.; Local bylaw/ordinance/regulation that bans the distribution of at least two single use items.; Materials management plan for all building, renovation, and/or demolition projects.; Incentive program for building deconstruction for projects that incorporate deconstruction and reuse/recycling.; Pilot deconstruction project at a designated building.; Community Repair Event where the public can bring broken household items and receive assistance or coaching from volunteer "repair experts" to return the item to service.; Non-municipally run community repair events.; Zero Waste Day ("Reuse Rodeos"/Donation Events) that acted as a "one-stop shop" for residents to drop-off items for reuse and/or recycling.; Regional Zero Waste Day; Tool Library/Library of Things that lends reusable items to the public at no charge.; Non-municipally run Tool Library/Library of Things.; Dishwashers and reusable dishware are utilized in K-12 grade school cafeteria(s).; Local policy requiring the donation of surplus municipal property in usable condition.; Community-wide yard sale where usable and/or leftover items are collected and the municipality directs items to donation, reuse, or recycling.		
Conduct 3 Reuse activities	2	
Conduct 1 Reuse activity	1	
None of the above.	0	

Recycling Dividends Program Worksheet - Spring 2026

Please refer to the [Spring 2026 Recycling Dividends Program \(RDP\) Grant Guidelines](#) for more details on specific categories and eligibility.

RDP Category Options - Select One	Possible Points	Your Projected Points
Section 9: Solid Waste Reduction		
Full PAYT Program: all trash in bags, stickers, tags, punch cards. Points vary based on performance measures re: participation. Consult guidelines for full details.	4 or 5	
Modified/Hybrid PAYT Program: allows for ≤35-gal per week included in basic service, fee for excess trash in PAYT bags, tags, stickers, punch card. Points vary based on performance measures re: participation. Consult guidelines for full details.	3 or 4	
Trash limit: Every-Other-Week trash collection in 64-gal carts.	3	
Trash limit: 48-gal cart/week.	2	
Trash limit: Every-Other-Week trash collection in 96-gal carts.	2	
None of the above.	0	
Section 10: Waste Prevention Outreach & Education		
<p>Complete a minimum of 6 activities from the list below. Consult guidelines for full details.</p> <p>Required: Dedicated webpage containing direct links to the Beyond the Bin Search Directory, RecycleSmartMA.org, and Recyclopedia Widget.</p> <p>Optional: Sent an annual town-wide household recycling mailing or handout distributed at the recycling centers.; Actively used and maintained at least one social media channel or regularly published a widely distributed paper or electronic newsletter.; Ran an advertisement or public service announcement.; Published a press release.; Created guide or manual.; Ran a message via a sandwich board, electronic ticker tape sign, mural, or billboard twice/year.; Published a waste reduction goal or progress towards a previously declared goal.; Had an active recycling committee or other municipally recognized entity assist with education and outreach.; Distributed recycling bins or tote bags to multi-family apartment units.; Replaced municipal list of recyclable items with a list consistent with Recycle Smart and related graphics.; Subscribed to a mobile recycling application that is made available to residents seeking information about recycling and trash schedules, special events.; Conducted a recycling campaign, or Recycling 101 course, for municipal buildings and schools.; Hosted or coordinated a community-wide litter pickup or cleanup event and provided recycling access and education.; Reshared at least six Recycle Smart MA social posts on municipal social media channels and is signed up as a Recycle Smart MA Partner.</p>	1	
None of the above.	0	
Total Points: Maximum 23		
<p><i>Submission of the 2024 and 2025 Recycling & Solid Waste Surveys and annual 2025 RDP Spending Report is a prerequisite, and are due by February 15, 2026 via ReTRAC. One RDP point will be deducted from a municipality's earned points for failing to file by the deadline.</i></p>		
Contact your MassDEP Municipal Assistance Coordinator (MAC)		
icongdon@mrpc.org	Irene Congdon	CE1
Ron.H.Cochran@mass.gov	Ron Cochran	NE1
bwalsh@cityofmelrose.org	Brian Walsh	NE2
Gail.Garron@mass.gov	VACANT	NE3
kari.parcell@capecod.gov	Kari Parcell	SE1
mhollenback@taunton-ma.gov	Missy Hollenback	SE2
todd.koep@halifax-ma.org	Todd Koep	SE3
swaite@pvpc.org	Susan Waite	WE1

Attachment 2

Award Checklist

Checklist for Recycling Dividends Program (RDP) Grant Award

This document contains important grant deadlines and requirements.

STEP ONE: EXECUTE THE CONTRACT

It is the responsibility of the municipal Recycling Contact to ensure that the RDP Scope of Work is signed by an individual currently holding one of the Titles listed on the Authorized Signatory Listing form, which your municipality filed with MassDEP in 2022. If the person(s) listed on the form has changed (e.g., a new Mayor has been elected), the municipal official with the same Title may sign the RDP Scope of Work and a new Authorized Signatory Listing form **IS NOT REQUIRED**.

Please sign and email the RDP Scope of Work to Cathy.Doodnauth@mass.gov for processing of payment no later than **January 15, 2027**, or funds may be forfeited.

Acceptable forms of signature are:

1. Traditional “wet signature” (ink on paper, scan, and email),
2. Electronic signature that is either hand drawn using a mouse or finger if working from a touch screen device, OR
3. Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign.

STEP TWO: TRACK EXPENDITURES BY APPROVED EXPENSE CATEGORY

- This is not a reimbursement-based grant. Your award payment will be processed as soon as the RDP Scope of Work is returned.
- However, you are required to keep track of approved expenditures, by expense categories. Please review the list of [Approved Spending Categories](#) to determine the appropriate category. Items/activities are listed in the category deemed most appropriate in cases where there is overlap.
- Be prepared to be audited.

STEP THREE: REPORT EXPENDITURES AND REMAINING BALANCE

- The municipality is required to report all expenditures from the previous calendar year no later than **February 15, 2027**.

Contact Cathy.Doodnauth@mass.gov with any questions.

Attachment 3

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”) under the Recycling Dividends Program (“RDP”). The Municipality has earned a payment of [Award Amount Earned]. MassDEP and Grantee shall collectively be referred to as the Parties.

The RDP provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling, and waste reduction. Municipalities receive payments according to the number of points their program earns based on the [2026 Details: Recycling Dividends Program](#) and number of residential households served as described below. The RDP provides an incentive for municipalities to improve their recycling programs by implementing best practices and reward communities with model recycling and waste reduction programs.

DURATION OF THE GRANT:

The term of this Scope of Work shall be in effect until the municipality has expended all RDP funds and reported to MassDEP on use of funds. 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. RDP Payment Calculation: MassDEP has calculated the RDP Payment using the table below which shows payment brackets based on the number of households served by the municipal solid waste program and the point value for each bracket. See [2026 Details: Recycling Dividends Program](#) guidance document for additional information on point value.

# of Households that Receive Trash Service Provided by the Municipality	Point Value - Basic Level 1-9 pts.	Point Value - Advanced Level ≥ 10 pts. & RDP EJ Populations
0 - 4,999	\$420	\$600
5,000 - 7,499	\$770	\$1,100
7,500 - 9,499	\$910	\$1,300
9,500 - 12,499	\$1,260	\$1,800
12,500 - 16,999	\$2,100	\$3,000
17,000 - 24,999	\$2,450	\$3,500
25,000 - 31,999	\$2,800	\$4,000
32,000 - 99,999	\$4,550	\$6,500
100,000 +	\$7,000	\$10,000

7. Program Criteria: The Grantee, through its RDP application, certifies that all points earned are for programs that were in place between **[July 1, 2025]** and **[June 30, 2026]** and that these programs fully meet the performance standard set forth in the [2026 Details: Recycling Dividends Program](#) guidance document.
8. Use of Funds: RDP Payments shall be expended on activities and programs listed on MassDEP's [Approved Spending Categories for RDP & Small-Scale Initiatives Funds](#), to enhance the performance of the Municipality's waste reduction programs. **Use of a dedicated account is required.** Funds may be carried over to future years and accumulated to fund a larger eligible expense or project. Planned use of funds shall be noted on the annual RDP Spending Report. However, MassDEP may delay, modify, or deny future RDP payments if municipality is not expending funds.
9. Recordkeeping: The Municipality shall be responsible for keeping documentation (i.e., proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price, number of items purchased and shipping costs if any) by calendar year, of how RDP funds were expended and the remaining balance of RDP funds. MassDEP may conduct record audits to ensure compliance with this Contract.
10. Reporting: The Grantee shall file an annual Recycling and Solid Waste survey and the RDP Spending Report by February 15, via ReTRAC, for the duration of this Grant. Failure to comply with these reporting requirements may jeopardize future grant awards.
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.
13. RDP Award Calculation: The Grantees payment has been calculated as the Net RDP points earned multiplied by Value of each point (identified in Section 6 above).

RDP Category	RDP Points Earned as Verified by MassDEP
Bulky Items Collection	[Number of Points]
Center for Hard to Recycle Materials (Charm)	[Number of Points]
Curbside Recycling Regulations	[Number of Points]
Diversity, Equity, and Inclusion	[Number of Points]
Household Hazardous Waste (HHW)	[Number of Points]
Organics / Food Waste	[Number of Points]
Recycle Center Access	[Number of Points]
Reuse Programs	[Number of Points]
Solid Waste Reduction	[Number of Points]
Waste Prevention Outreach and Education	[Number of Points]
Total RDP Points Earned	[Number of Points]
Point Deducted Due to Late Submission of Minimum Eligibility Requirements	[Number of Points]
Net RDP Points	[Number of Points]
Value of Each Point	[Dollar Amount per Point]
RDP Payment Amount	[Total Award Amount]

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)