



Massachusetts Department of Environmental Protection

Sustainable Materials Recovery Program

Details: Recycling Dividends Program (RDP)

Grant Applications Due June 2, 2025, at 11:59 PM ET

Note: It is MassDEP's intention that the following RDP criteria will remain consistent for both the Spring 2025 and 2026 grant cycles; 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 22 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% 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, along with an annual Notification of Buy Recycled Policy, Sustainable Purchasing Policy, or [Environmentally Preferable Products \(EPP\) Procurement Policy](#), must be submitted by February 15, 2025, or one point will be deducted from the total RDP points earned. All municipalities have only one Re-TRAC Connect account. **Note: MassDEP encourages municipalities to adopt a broader Sustainable Purchasing Policy or EPP Procurement Policy as it will be a requirement of the Spring 2026 grant cycle.**

Eligible Applicants

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

Program Structure

Municipalities that do not provide trash services to their residents are eligible to apply provided that a Comprehensive Hauler Regulation (as defined on page 4) 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 2024 and before June 30, 2025, 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, 2024, through June 30, 2025.** 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 2025.

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. **Beginning with the 2024 Annual RDP Spending Report (due February 15, 2025), all municipalities will be 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 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. A small subset of EJ populations will be granted special consideration in RDP. 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 following 51 Massachusetts municipalities meet one of the above categories for MIE or MI status and have 45% 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.¹ A full listing of municipalities and the criteria that define their EJ status is [available online](#).

¹ "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 Environmental Justice Policy of the Executive Office of Energy and Environmental Affairs (updated June 24, 2021): <https://www.mass.gov/doc/environmental-justice-policy6242021-update/download>.

2025 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 2025 Grant Cycle

Please note that for the Spring 2025 RDP Grant cycle, MassDEP has adjusted the point value by combining the lowest two brackets as shown below. All other brackets and values remain the same.

# 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

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. Please note that for the Spring 2025 RDP Application, the Textile Recovery Section has been removed. In addition, MassDEP has highlighted instances where there is a substantial change to the points or criteria.

Bulky Items

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 you 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]**

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). Marine boat plastic/wrap, agricultural wrap, shredded paper, and/or string lights collected at least once per year qualify as an item if promoted by the municipality. **Seasonal paint collection at least six times per year qualifies as an item.** All materials must be source-separated. Items sent for disposal as trash, including waste to energy, do not qualify.

To be eligible to earn points in the CHARM category, collection facilities/locations must be open at least once per month for twelve months of the year. The option for municipalities to open at least once per month for six months out of the year has been eliminated. Municipalities **MUST** collect mercury-bearing products and textiles as part of their CHARM collection program to be eligible for any number of points in this category. Depending on the number of additional "optional" items collected at the CHARM, municipalities may earn 1 or 2 points. See item lists below.

- 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. **[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 twelve 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 collection vendor, 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 – may be sent for recycling, fuel blending, or hazardous waste disposal. Collection for reuse by residents and small businesses 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.
11. Shredded paper – events conducted at a local business will qualify if promoted by the municipality.
12. **Solar panels.**
13. Source separated gypsum wallboard.
14. String lights, (e.g., Christmas tree/holiday lights).
15. Wood – must be source separated C&D (construction & demolition) 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).**

Note: In order to get credit as a CHARM that is promoted and accessible to its residents, a municipality must list the collection locations on their municipal website as well as MassDEP's [Beyond the Bin](#) 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](#).

Curbside Recycling Regulations

Note: This section has been re-written for clarity. 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.

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]**

Mandatory and Quality Recycling Requirements

A municipality may be eligible for points in this category if they have implemented AND actively enforce 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 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]**

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](https://www.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://www.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 (full or modified); 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 proper handling of HHW are available on municipal website and/or sent as mailer.
5. Multilingual trash and recycling guides are distributed at schools for students/families.
6. Reduced Transfer Station/Recycling Center access fee is 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).
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.
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. **Information is presented 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.**

Household Hazardous Waste 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 FY25 (July 1, 2024-June 30, 2025). The municipal official in the municipality where the event was held, or the contracted vendor, must register all events through the [MassDEP Notification for Household Hazardous Waste Events](#) system. Directing residents to privately owned facilities does not qualify.

Six or More Opportunities per Year

- Hosts a comprehensive *permanent* HHW collection center. Permanent Household Hazardous Waste 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 Household Hazardous Waste 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% 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 for access to events hosted by municipalities of the group. **[2 points]**

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]**

Organics / Food Waste

Note: The organics section targets food waste (as opposed to other organic material). Yard waste is included in the CHARM Section (page 3). This section has been re-written for clarity. There are four subsections within this category. Municipalities may choose only one option overall.

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 3% 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]**

Drop-Off Center Collection

The municipality provides a collection location for residents to drop-off **source-separated food waste**. 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. Note: a post on social media does not qualify as outreach if the information is not also 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]**

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]**

Food Rescue & 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 or seniors, and those in need. [1 point]**
- None of the above. **[0 points]**

Recycling Center Access

Municipality permitted access to municipal recycling center for recycling of paper, bottles, jars, jugs, tubs, cans, and cardboard at a minimum. ~~While the municipality may have charged a fee for haulers to tip recyclables, businesses, residents not served by the municipal program, and non-residents who are allowed to use the facility, were not charged a fee higher than the fee~~

charged to residents served by the municipal program. Municipality publicizes permitted access on 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., condos, 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]**

Reuse Programs

Note: This section has been restructured so that municipalities are able to identify more than one reuse activity that they have implemented in the year. This is designed to encourage municipalities 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 that 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 the [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 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.
16. Local policy requiring the donation of surplus municipal property in usable condition, e.g., school furniture, when no longer needed.
17. Municipality hosts/coordinates and promotes a community-wide yard sale, or bulky item collection day, 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.

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.

Note: The qualifications for receiving points below have been adjusted. 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.

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.

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 a comprehensive private hauler regulation.
- 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]**

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.

- 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 & Education Activities:

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

Optional Outreach & 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-curb-side 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 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, or billboard two times per year.
7. Publishes a waste reduction goal or makes progress toward a previously declared goal. Note: a municipality may only claim this activity once in this point category.
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.
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 must be utilized.
13. **Hosts or coordinates a community-wide litter pickup or cleanup event and provides recycling access and education as part of this effort.**
14. **Reshares at least six [Recycle Smart MA](#) social posts on municipal social media platforms (Facebook, Instagram, or X). Must be signed up as a [Recycle Smart MA Partner](#)**

Questions

Please note: This year, MassDEP will be accepting questions via [online form](#). Any questions about the grants **AFTER** their formal release on April 1 will need to be submitted through this process. The deadline to submit questions will be May 5, 2025, at 5:00 PM ET. Official responses to these questions will be posted to the [SMRP Grant Website](#) no later than May 12, 2025.

Recycling Dividends Program Worksheet - Spring 2025

Please refer to the Spring 2025 Recycling Dividends Program (RDP) Grant Guidelines for more details on specific categories and eligibility.

RDP Category	Category Options - Select One		Possible Points	Your Projected Points
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	
CHARM	Charm items collected at least 12 times per year, certain exceptions apply. Please consult guidelines for full details. Required Charm Items: Mercury products, textiles. Optional Charm Items: Automotive wastes, books/media, bulky rigid plastics, electronics, fire extinguishers + 20 lb. propane tanks, all types of household batteries, appliances, mattresses, paint, plastic bags/film, shredded paper, solar panels, source separated gypsum wallboard, string lights, wood, yard waste.	Collect 12 Charm items	2	
		Collect 8 Charm items	1	
		None of the above.	0	
Curbside Recycling Regulations	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	
	Mandatory and Quality Recycling Requirements	Actively enforced recycling rules AND measured the results through annual recycling audits to assess contamination.	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	
Diversity, Equity and Inclusion in Recycling Programs	Must complete a minimum of 3 activities from the lists below. Required DEI Activities: Multilingual trash and recycling guides on website and/or mailer. Optional DEI Activities: <ul style="list-style-type: none"> 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 English language learners, immigrants, refugees, migrants, or other 		1	
	None of the above.		0	

Recycling Dividends Program Worksheet - Spring 2025

Please refer to the Spring 2025 Recycling Dividends Program (RDP) Grant Guidelines for more details on specific categories and eligibility.

RDP Category	Category Options - Select One		Possible Points	Your Projected Points
HHW	Hosted a comprehensive permanent HHW collection center.		2	
	Participated in a comprehensive regional HHW collection center at a public facility. Municipality has an agreement with a regional center and pays a membership fee.			
	Participated in comprehensive regional HHW collection center at private facility. Municipality signs a contract and pre-pays funds.			
	Participated in comprehensive reciprocal arrangement. Municipality has a group agreement that allows for access to events hosted by municipalities of the group.			
	Hosted two comprehensive events per year; both events are located in your municipality.		1	
	Funded two comprehensive HHW collection events each year through a reciprocal arrangement.			
	None of the above.		0	
Organics / Food Waste	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 re: participation. 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	
	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	
	Backyard Composting	Municipality offered home compost bins to residents at cost or less.	1	
	Food Rescue	Municipality or school coordinates local program for food rescue and donation.	1	
	None of the above.		0	
	Recycling Center Access	Recycling Center open to Local Haulers.		
Recycling Center open to Businesses.		1		
Recycling Center open to Residents Not Served by Municipal Program.				
Recycling Center open to Non-Residents.				
None of the above.		0		

Recycling Dividends Program Worksheet - Spring 2025

Please refer to the Spring 2025 Recycling Dividends Program (RDP) Grant Guidelines for more details on specific categories and eligibility.

RDP Category	Category Options - Select One		Possible Points	Your Projected Points
Reuse	<p>Municipality completes 1-3 activities from the list below. Please consult guidelines for full details.</p> <ul style="list-style-type: none">• Permanent Swap Shop open year-round, one day/month.• Seasonal Swap Shop open six months/year, one day/month.• Regional Swap Shop promoted by participating municipalities.• Local bylaw/ordinance/regulation that bans the distribution of at least two single use items at businesses that serve the public.• Materials management plan for all building, renovation, and/or demolition projects, including a building material assessment and inventory.• Incentive program for building deconstruction for projects that incorporate deconstruction and reuse/recycling.• Pilot deconstruction project at a designated building that will serve as a model for the practice of deconstruction.• 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; municipality provided significant monetary and/or in-kind donations.• 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: an exception to the adjacent community requirement will be made for rural areas within a ten-mile radius of the event.• Tool Library/Library of Things that lends reusable items to the public at no charge and is open at least one day/week.• Non-municipally run Tool Library/Library of Things; municipality provides significant monetary and/or in-kind donations.• Dishwashers and reusable dishware are utilized in K-12 grade school cafeteria(s) in the majority of schools in the district.• The majority of the student population in a municipality’s regional school district attended a school that utilized dishwashers and reusable dishware in their cafeteria(s).• Local policy requiring the donation of surplus municipal property in usable condition.• Municipality hosts/coordinates and promotes a community-wide yard sale, or bulky item collection day, where usable and/or leftover items are collected and the municipality directs items to donation, reuse, or recycling organizations.	Conduct 3 Reuse activities	2	
		Conduct 1 Reuse activities	1	
		None of the above.	0	
SW 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.			
	None of the above.	0		

Recycling Dividends Program Worksheet - Spring 2025

Please refer to the Spring 2025 Recycling Dividends Program (RDP) Grant Guidelines for more details on specific categories and eligibility.

RDP Category	Category Options - Select One	Possible Points	Your Projected Points
Waste Prevention Outreach & Education	<p>Must complete a minimum of 6 activities from the lists below.</p> <p>Required WPOED Activities: Dedicated webpage containing direct links to the Beyond the Bin Search Directory, RecycleSmartMA.org, and the Recycle Smart Recyclopedia Widget.</p> <p>Optional WPOED Activities:</p> <ul style="list-style-type: none"> Sent an annual town-wide household recycling mailing. A handout distributed at the recycling center qualifies as a mailer for non-curbside communities. 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 such as: Move-Out, Recycling or Reuse Guide, A-Z Recycling Guide. 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. These MUST have printed recycling instructions or Recycle Smart messaging included. 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, etc. Conducted a recycling campaign, or Recycling 101 refresher course, for municipal buildings and schools and involved reminder notices of recycling specifics, the contribution of recyclables collected by municipalities to recycling markets and signage. Recycle Smart must be utilized. Hosted or coordinated a community-wide litter pickup or cleanup event and provided recycling access and education as part of this effort. Reshared at least six Recycle Smart MA social posts on municipal social media channels. Must be signed up as a Recycle Smart MA Partner. 	1	
	None of the above.	0	
Total Points: Maximum 22			
DEADLINE REQUIREMENT	<p><i>Submission of the previous two years of the Annual Recycling & Solid Waste Survey, Annual RDP Spending Report, and Notification of Buy Recycled Policy with Buy Recycled Policy attached are due by February 15th.</i></p> <p><i>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) for More Information			
CE1	Irene Congdon	icongdon@mrpc.org	MassDEP RDP Contact: Cathy Doodnauth Cathy.Doodnauth@mass.gov
NE1	Ron Cochran	ron.h.cochran@mass.gov	
NE2	Brian Walsh	bwalsh@cityofmelrose.org	
NE3	Julia Greene	jgreene@bedfordma.gov	
SE1	Kari Parcell	kari.parcell@capecod.gov	
SE2	Missy Hollenback	Mhollenback@taunton-ma.gov	
SE3	Todd Koep	Todd.koep@halifax-ma.org	
WE1	Susan Waite	swaite@pvpc.org	

Attachment 1

Award Checklist



Checklist for Recycling Dividends Program Grant Award
This document contains important grant deadlines and requirements.

STEP ONE: EXECUTING 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, 2026, 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 15th.

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

Attachment 2

Grant Scope of Work

(Template)

**GRANT SCOPE OF WORK
BETWEEN THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF ENVIRONMENTAL PROTECTION (“MassDEP”)
AND THE «OrgName» (“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 Municipality a Sustainable Materials Recovery Program Grant (“Grant”) under the Recycling Dividends Program (“RDP”). The Municipality has earned a payment of «RDP_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 [2025 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.

RESPONSIBILITIES OF THE MUNICIPALITY

1. **Authority:** The signatory of this Grant Scope of Work is authorized by the governing body of the Grantee to enter into this Grant Scope of Work on behalf of the Grantee and accept and utilize this Grant.
2. **Commonwealth Terms and Conditions:** The Grantee shall comply with the Commonwealth Terms and Conditions and other requirements set forth in the Grantee’s executed Master Agreement.
3. **Failure to Comply:** If, in the judgment of MassDEP, the Grantee fails to comply with any of its responsibilities as identified in the Grant Scope of Work, then, at the election of MassDEP, (a) the 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 the Grantee not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years; and/or (d) the Grantee shall repay the Grant funds to MassDEP within 90 days. MassDEP may provide written notice to the Grantee of any such failure to comply. Such notice may provide a time period and manner for the Grantee to cease or remedy the failure. Such notice from MassDEP of any such failure by the Grantee is not a precondition to MassDEP’s right to select options (a), (b), (c), and/or (d) above. The 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, the 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:** The Grantee has established paper, bottle, and can recycling in all municipal buildings, offices and meeting spaces, including schools. The Grantee shall continue such paper, bottle and can recycling during the term of the Grant.
5. **Notification of Buy Recycled Policy:** The Grantee has established a written policy which promotes a preference for the purchase of recycled products in lieu of non-recycled products and distributes an annual notification of the Buy Recycled Policy, ordinance or by-law to all staff, department heads and employees with purchasing authority. This notice shall be sent from the Mayor, Board of Selectmen, Town Manager, Town Administrator or Chief Purchasing Officer and highlights specific opportunities to buy recycled products, the benefits of buying recycled products, and encourages the purchase of these products. The Grantee shall continue to send an annual notification during the term of the Grant.
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 [2025 Details: Recycling Dividends Program](#) guidance document for additional information on point value.

RDP Payment Brackets:

# 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 Municipality, 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 [2025 Details: Recycling Dividends Program](#) guidance document.
8. **Use of Funds:** RDP Payments shall be expended on activities and programs listed on the [Approved Spending Categories](#) for the Recycling Dividends Program and Regional Small Scale Initiative 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 future RDP payments if municipality is not expending funds.
9. **Record Keeping:** 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:** The Grantee understands receipt of a grant from MassDEP does not in any way imply that the Grantee is in compliance with applicable environmental regulations. This Grant Scope of Work shall not be construed as, nor operate as, relieving the Grantee or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. The 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 the Grantee. The same terms and conditions apply to the addendum.

13. RDP Payment Calculation:

The Municipality's payment has been calculated as follows:
(NET RDP POINTS EARNED) x (VALUE OF EACH POINT)

a. Bulky Items	«BIVerified»
b. Center for Hard to Recycle Materials	«CHARMVerified»
c. Curbside Recycling Regulation	«CSRecyclingRegsVerified»
d. Diversity, Equity, and Inclusion	«DiversityVerified»
e. Household Hazardous Waste	«HHWVerified»
f. Organics	«OrgVerified»
g. Recycling Center Access	«RecycCntrAccessVerified»
h. Reuse Programs	«ReuseVerified»
i. Solid Waste Reduction	«SWVerified»
j. Waste Prevention Outreach and Education	«WPOEVerified»
 TOTAL RDP POINTS EARNED	 «TOTAL_POINTS_VERIFIED»
 POINT DEDUCTED DUE TO LATE SUBMISSION	 «Loss_of_point_due_to_late_submission»
 NET RDP POINTS EARNED	 «Net_Total_Pts»
 VALUE OF EACH POINT	 «Pt_value_based_on_pts_and_RDP_EJ_Status»
 RDP PAYMENT AMOUNT	 «RDP_Earned»

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

COMMONWEALTH OF MASSACHUSETTS

By: _____
John Fischer, Deputy Division Director, Solid Waste (Date)
Department of Environmental Protection

«OrgName»

Municipal Official(s) Authorized to sign: «Position_Authorized_to_sign»

By: _____
(Signature) (Date)

(Print Name) (Title)