



# Massachusetts Department of Environmental Protection

## Sustainable Materials Recovery Program

### Details: Recycling Dividends Program (RDP)

---

**Grant Applications Due June 12, 2024, at 11:59 PM**

#### **Overview**

The Recycling Dividends Program (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 criteria with a value 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% less in value than Advanced level points. Awards for a narrow subset of Environmental Justice 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, we must have data from at least the two previous years on file. Both annual reports, along with an annual Notification of Buy Recycled Policy, must be submitted by February 15, 2024, or one point will be deducted from the total RDP points earned. All municipalities have Re-TRAC Connect accounts.

#### **Eligible Applicants**

This grant is available to municipal applicants only.

#### **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 that section) has been adopted as of the date of application. Municipalities in this group will be awarded points valued at the lowest bracket.

MassDEP utilizes Recycling and Solid Waste Survey (RSW) 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 program after December 2023 and before June 30, 2024, is an example of a program that would not be reflected on the RSW survey.

Each RDP section includes a list of criteria. Each option has been assigned a value based on the impact that activity has been demonstrated to make on waste reduction. For example, a full Pay-As-You-Throw (PAYT) program is worth more points than a modified PAYT program in which 35-gal 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, 2023, through June 30, 2024.** Programs and/or activities implemented on a temporary basis for the sole purpose of meeting requirements during the evaluation process is 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 2024.

#### **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 Recycling

Dividends Program and Regional Small Scale Initiatives funds is provided on the [RDP webpage](#). **Special spending requests will not be considered.**

Use of a dedicated account or revolving fund is recommended **and will be a requirement in the Spring 25 Grant Cycle**. 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 preserved for a rainy-day fund. 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](#) are 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 Environmental Justice populations will be granted special consideration in the Recycling Dividends Program. **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. The list below may differ from previous years' due to updated census data and clarity in the Commonwealth's EJ definition. A full listing of municipalities and the criteria that define their EJ status is [available online](#).

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 2024 Grant Cycle** (Note: These are expected to change in the Spring 25 Cycle)

# 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 - 1,999	\$245	\$350
2,000 - 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**

Please note that for the Spring 24 RDP Application, the Yard Waste 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. You must provide the direct link to this fee schedule; broken or incorrect links may result in loss of points. For this RDP Section, Bulky Items collected can be disposed of OR recycled.

- The municipality or its hauler charged 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: **mattresses**, upholstered furniture, wood furniture, toilets, sinks, and/or carpet. For curbside communities, if the municipality's trash hauler was instructed not to collect one or more of these items, and you provided 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]**

**Note:** The option to collect/accept four bulky waste items annually at no cost before a fee applies has been eliminated.

### **Center for Hard to Recycle Materials (CHARM)**

A Center for Hard to Recycle Materials (CHARM) is a location where materials listed are collected for recycling or reuse. The CHARM must be in your municipality or a contiguous community (i.e., shares a border). An exception to the 'contiguous' requirement will be made for rural areas within a ten-mile radius of an open CHARM. **Note: 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 qualifies as an item if promoted by the municipality. All materials must be source separated. For each material collected at the CHARM, you will be asked to list the vendors used for recycling/processing/reuse. Items sent for disposal as trash, including waste to energy, do 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 your municipal listing or adding a new listing, please visit this [Folder which includes a Video Tutorial and Instructional Guide](#).

- Collection facilities/locations open at least once per month for twelve months of the year. **[2 points]**
- Collection facilities/locations open at least once per month for at least six months out of the year. **[1 point]**

Residents must have been able to drop-off a minimum of 8 items listed below:

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. Mercury bearing products – must collect fluorescent lamps/CFLs (compact fluorescent lamps), button batteries, thermostats, thermometers, and other mercury containing products. **Note: For the Spring 25 RDP Application, municipalities will be required to collect mercury products, in order to get points in the "CHARM" RDP Section.**
10. Paint – may be sent for recycling, fuel blending, or hazardous waste disposal. Collection for reuse by residents and small businesses qualifies.
11. Plastic films (e.g., plastics bags, boat wrap, agricultural wrap). Plastic bags and film collected at local grocery or retail stores do not qualify.
12. Shredded paper – events conducted at a local business will qualify if promoted by the municipality.
13. String lights, (e.g., Christmas tree/holiday lights).
14. Source separated gypsum wallboard.
15. Textiles.
16. Wood – must be source separated C&D (construction & demolition) wood. Collecting mixed C&D and sending to a C&D processor does not qualify.

## Curbside Recycling Regulations

Note: There are three categories within this Section. Municipalities may choose only one option overall. MassDEP expects to update this section in the Spring 25 RDP Grant Application.

### Comprehensive Hauler Regulations (CHR) - For All Generators and All Permitted Haulers

To be eligible for this category, the municipality must meet all requirements below:

- For **Residential Customers/Generators**, the bundled service must provide customers with solid waste and recyclables collection at a rate that reflects the cost of both services (i.e., bundled pricing). Solid waste and recycling services must be provided by the same hauler.
  - For **Commercial Customers/Generators**, the Hauler must provide bundled solid waste and recyclables collection to all commercial customers, unless the customer can provide proof to the hauler that separate recycling services are provided by another permitted hauler.
  - **Mandatory Recycling is required of all Generators** through this or a separate municipal bylaw/ordinance, regulation, or policy. The municipality must inform all generators (commercial and residential) at least once per year that recycling is mandatory.
  - You must attach a copy of the bylaw/ordinance and/or regulation in which appropriate sections have been highlighted to demonstrate that each of the following requirements have been met: 1) bundled service, 2) applicability to all customers/generators, and 3) mandatory recycling. Please attach all applicable regulations.
- ENFORCED CHR - The municipality has adopted AND enforced comprehensive hauler regulations **as described above**. The municipality must have tracked violations and followed-up with all permitted haulers found to be non-compliant. At a minimum, follow-up must entail a letter to the hauler on municipal letterhead. You must attach 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]**
- ADOPTED CHR - 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 bundled service, and requires mandatory recycling by all generators. **[1 point]**

Note: The option to receive a higher number of points specifically for the adoption of MassDEP's Model Comprehensive Hauler Regulations has been eliminated.

### Enforced Hauler Regulations - For Residential Generators Only and All Permitted Haulers

To be eligible for this category, the municipality must meet all requirements below:

- Your municipality offers **drop-off and/or private hauler subscription services only** (i.e., you do not provide municipal curbside collection).
  - For **Residential Customers/Generators**, the bundled service must provide customers with solid waste and recyclables collection at a rate that reflects the cost of both services (i.e., bundled pricing). Solid waste and recycling services must be provided by the same hauler.
  - **Mandatory Recycling is required** through this or a separate municipal bylaw/ordinance, regulation, or policy.
  - You must attach a copy of the bylaw/ordinance and/or regulation in which appropriate sections have been highlighted to demonstrate that each of the following requirements have been met: 1) bundled service for residential generators, and 2) mandatory recycling. Please attach all applicable regulations.
  - You must attach documentation of enforcement such as tracking sheet, copy of warnings/tickets/letters issued to haulers and/or the process of revocation of hauler permits. At a minimum follow-up must entail a letter, on municipal letterhead, to the hauler.
- ENFORCED - The municipality adopted and **actively enforced** a bylaw/ordinance and/or regulation that requires permitted haulers collecting solid waste to provide a bundled service for collection of both solid waste and recyclables for residential customers/generators at a rate that reflects the cost of both services. Solid waste and recycling services must be provided by the same hauler. **[3 points]**

### Enforced Mandatory and Quality Recycling Requirements

To be eligible for this category, the municipality must meet all requirements below:

- Your municipality provides **residential curbside collection of recyclables**.

- The municipality enforced residential curbside recycling by verifying compliance with recycling related requirements such as **Mandatory Recycling and/or Quality Recycling** by means of contamination reduction. The municipality must have in effect as of June 30, 2024, a mandatory recycling bylaw/ordinance, regulation and/or a policy on reducing contamination of the recycling stream. A policy on contamination reduction must have been enacted or voted on by an official municipal board or committee and include a list of acceptable recyclable materials, a minimum of three of the top contaminants and standard operating procedures for identifying, tracking, and enforcing.
  - Penalties are required for non-compliance; the issuance of fines and/or leaving behind contaminated material qualifies as a penalty.
  - The municipality (in conjunction with the hauler, when applicable) must have tracked violations and followed-up with households found to be non-compliant. An Oops Tag qualifies as follow-up for the first two offenses. At a minimum, for those with more than two offenses, follow-up must have entailed a letter to the resident and/or property owner on municipal letterhead.
  - You must attach a copy of the bylaw/ordinance, regulation, hauler contract and/or policy that demonstrates applicable requirements are in place such as fines and/or leave behind of contaminated materials with applicable language highlighted.
  - You must attach documentation demonstrating **active enforcement** is taking place. This should include but is not limited to a description of the enforcement protocol or procedure, identification by title of the person(s) responsible for enforcement, documentation of warnings issued and/or fines levied. You are required to document the number of initial violations (i.e., first time at a particular address) issued in the current fiscal year, and the number of repeat violations issued in the current fiscal year.
- A dedicated Enforcement/Education Coordinator spent a minimum of 19 hours per week on the street verifying compliance. A municipal employee providing recycling collection services does not qualify as a dedicated Enforcement/Education Coordinator. **[3 points]**
  - A dedicated Enforcement/Education Coordinator spent a minimum of 10 hours per week on the street verifying compliance. A municipal employee providing recycling collection services does not qualify as a dedicated Enforcement/Education Coordinator. **[1 point]**
  - The municipality's hauler was responsible for enforcement which is codified in the hauling contract or the standard operating procedure of the municipal collection staff. The hauler/employee notified municipal officials daily of non-compliance. **[1 point]**

#### **Diversity, Equity, and Inclusion in Recycling Program**

- The municipality has completed a minimum of two activities from the list below. Note: MassDEP acknowledges that low-income classification varies amongst municipalities. When selecting applicable activities, use your municipality's classification standards. **[1 point]**

**Note: When claiming activities related to translation of materials, the use of Google Translate on your municipal website does not count. For other activities, you must provide a direct link to the materials on your municipal or school website when prompted; a link to RecycleSmartMA.org does not qualify.**

1. Reduced or subsidized PAYT bag or sticker fees were 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 [recycling and trash guides](#) or Recycle Smart translated guides were available on the municipality's website or sent as a mailer.
3. Multilingual materials were provided to property managers to share with residents of multifamily households in apartment/condominium complexes, public housing and/or mobile home parks.
4. Multilingual recycling and trash reminders/signage were posted at drop-off location.
5. Multilingual guides for proper handling of HHW were available on municipal website and/or sent as mailer.
6. Multilingual trash and recycling guides were distributed at schools for students/families.
7. Reduced Transfer Station/Recycling Center access fee was available for low-income residents. Not applicable for municipalities that do not charge a fee (i.e., taxed based system).
8. Reduced costs for HHW collection/bulky waste/zero waste collection events were available for low-income residents, or residents experiencing other hardships. Not applicable for municipalities that do not charge a fee (i.e., taxed based system).

9. 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.
10. Recycling services were provided by the municipality to large apartment buildings (4 or more units), mobile home parks, condominium complexes, and/or public housing.
11. The municipal ordinance, bylaw, and/or regulation required all new residential construction, with the exception of single-family dwellings, to include a provision that requires recycling services be provided to all units. Infrastructure, including space for recycling receptacles and containers must also be provided.
12. The municipal curbside contract included a provision requiring haulers ensure alternative recycling collection for residents with disabilities.

### **Household Hazardous Waste (HHW) Collection**

A comprehensive HHW collection event 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 on the RDP application (use Notes section at the end of the application for extra space) AND be promoted through all channels used for educating residents. Dates listed must be within FY24 or the applicant risks losing point(s) in this category. 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. Confirmation of past events will be verified via the registration system. Directing residents to privately owned facilities does not qualify.

### **Six or More Opportunities per Year**

- Hosted 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 for these points. [2 points]**
- Participated in comprehensive *regional* HHW collection center at *public facility*. Municipality has an agreement with a regional center and pays a membership fee. **[2 points]**
- Participated in 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]**
- Participated in comprehensive *reciprocal* arrangement. 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**

- Hosted two comprehensive events per year; both events are located in your municipality. **[1 point]**
- Funded two comprehensive HHW collection events each year. Municipality has a group agreement that allows for access to a minimum of two events hosted by municipalities of the group. **[1 point]**

### **Organics**

**Note: There are three categories within this Section. Municipalities may choose only one option overall. MassDEP expects to update this section in the Spring 25 RDP Grant Application.**

### **Curbside Collection**

- Source separated food waste was collected weekly from all households served by the municipal trash program. **[3 points]**
- Source separated food waste was collected curbside at least weekly from households participating in a municipally funded or subsidized private subscription collection program. The municipality publicized the vendor to residents who opted in for service at a rate that was either fully or partially offset by municipal funding. A municipal contribution of at least \$35 towards the yearly rate, per participating household, qualifies as a partial offset of the rate. Provision of a food waste cart to each participating household qualifies as a municipal contribution as well. You must provide a **direct link** to the webpage describing this program which shall include at a minimum contact information, pricing, and food waste education. You must also provide the number of households participating in the program and attach promotional material describing the program. **[2 points]**
- Municipality selected a vendor(s) and negotiated a per household rate for curbside collection of source-separated food waste through a public procurement process. The municipality publicized the vendor(s) to residents who opted in

through a fee for service at the negotiated rate. You must provide a **direct link** to the webpage describing this program which shall include at a minimum, the vendor(s), contact information, pricing, and food waste education. You must also provide the number of households participating in the program and attach promotional material describing the program. **[1 point]**

- Source separated 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]**

#### Drop-Off Center Collection

- Source separated food waste was 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. You must provide the address of the municipally owned collection center on the RDP application. Your municipality must have had an **active outreach and education component**. In addition to including information about the home compost bin program on the municipal website, other examples of effective outreach include home composting workshops in the spring and/or fall, home compost demonstrations at farmers markets, local fairs/festivals or similar public events, and a video program at the library and/or on cable TV. You must provide the following: 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 (on the municipal website). A link to publicity, such as a post on social media, does not qualify as outreach if the information is not also on the municipal webpage. **[2 points]**

#### Backyard Composting

- The municipality offered home compost bins to residents at cost or less. The municipality ran an **active outreach and education component**. In addition to including information about the home compost bin program on the municipal website, other examples of an effective outreach campaign include providing composting workshops in the spring and/or fall, compost demonstrations at farmers markets, local fairs/festivals or similar public events, hosting a video program at the library and/or on cable TV. For this point you will be asked to provide the number of compost bins sold in the current fiscal year; price charged to residents; link to the promotion of compost bin availability on the municipal website; and a link to publicity about the education program (on the municipal website). A link to publicity, such as a post on social media, does not qualify as outreach if the information is not also on the municipal webpage. **[1 point]**

#### 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 publicized permitted access on website, and/or drop-off center signs.

- Haulers collecting from residential customers were encouraged to tip recyclables at the municipal facility. Municipality notified haulers of this option via annual notification through permit application or mailing. Private haulers serving your residents may have planned their collection routes such that they collected from residents in another municipality in the same load. To earn these points, the hauler must have been able to tip recyclables even if some of the material was not generated by your residents. **[2 points]**
- Businesses were allowed to drop off recyclables and were encouraged to do so via annual outreach. **[1 point]**
- Municipal recycling center was 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. Municipalities notified residents via annual outreach, electronic signboard in high traffic locations, sandwich boards throughout the municipality, mailers to landlords, banner on municipal website or other notification approved by MassDEP. **[1 point]**
- Municipal recycling center was open to non-residents for the drop-off of recyclables. **[1 point]**

#### Reuse Programs

**Note: There are seven categories within this Section. Municipalities may choose only one option overall. MassDEP expects to update this section in the Spring 25 RDP Grant Application.**

#### Permanent Swap Shop

- The municipality operated a Swap Shop year-round, at least one day per month, where residents could drop-off reusable home goods and furnishings for others to take. The Swap Shop must be sufficiently enclosed to protect swap

shop items from the weather and preserve reuse value. 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 point. Regional swap shops may qualify for this point if they were promoted by participating municipalities. Information about the regional swap shop (hours, location, items accepted) must be posted on each participating municipality's website. Additional outreach is encouraged. **[2 points]**

#### Single Use Plastics Ban

- The municipality adopted and enforced a bylaw, ordinance or regulation that bans the distribution of at least two specific single use items at businesses that serve the public including grocery stores, food service establishments, convenience stores, retailers, and pharmacies. Plastic water bottles, plastic bags, plastic straws, polystyrene cups, polystyrene containers, **miniature alcohol bottles (e.g., nips)**, disposable lunch trays (schools), and disposable utensils are examples of single use items. You must provide a link to the bylaw, ordinance, or regulations. Please use the Notes section at the end of the RDP application to identify two types of single use plastic items. **[2 points]**

#### Deconstruction Activities

- The municipality's building permits required deconstruction, reuse, and/or source separation of construction and demolition materials for residential and/or commercial building or renovation projects. You must provide a link to the building permit application. **[2 points]**
- Municipality engaged in a pilot [deconstruction project](#) at a designated building that will serve as a model for the practice of deconstruction. You 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. [2 points]**

#### Community Repair Events

A Community Repair Event is an 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 have been held in your municipality and occur within the same fiscal year (July 1 - June 30); virtual repair events will earn credit only if they were coordinated by your community. The event must be modeled after Fixit Clinic© and/or Repair Café© or a similar repair initiative. Non-municipally run repair events may qualify for this point if the municipality provided significant monetary and/or in-kind donations to the event organizers AND promoted the repair events on the city or town website/social media.

- One event per year **[1 point]**
- Three or more events per year **[2 points]**

#### Zero Waste Days ("Reuse Rodeos"/Donation Events)

Zero Waste Day event(s) were held as a "one-stop shop" for residents to drop-off items for reuse and/or recycling. The event must have been held in your municipality or a contiguous community (i.e., shares a border), occur within the same fiscal year (July 1 - June 30), and have no fee charged to residents for participation. An exception to the 'contiguous' requirement will be made for rural areas within a ten-mile radius of the event. Residents were able to drop-off and/or pick up [common reusable items](#) representing a minimum of 8 (eight) categories that included: Building Materials; Recreational Items/Sporting Goods; Household Goods and Furnishings; Bikes and Bike Parts; Electronics and Appliances; Clothing and Accessories; Books and Media; Office and School Supplies; Furniture; Baby Gear and Equipment; Toys; Recyclable Items (one or more source separated recyclables); Personal Care Items; Creative Reuse; Paint for Reuse; etc.

- One event per year **[1 point]**
- Two or more events per year **[2 points]**

#### Tool Library/Library of Things

- The municipality operated a Library within their municipality that was open at least one day per week and was easily accessed by the public. Libraries were included with the municipality's recycling and solid waste messages and promotions. The library consisted of at least thirty items from a minimum of 3 (three) categories from the [following list](#) that are useful to have access to but often burdensome to own and store or are typically underutilized (i.e., items only used occasionally that often sit idle for long periods of time). MassDEP expects the municipality to expand the list to include items from additional categories over time. Non-municipally run Tool Library/Library of Things may qualify for this point if the municipality provided significant monetary and/or in-kind donations to the organization running the library AND promoted the library on the city or town website/social media. **[1 point]**

#### Dishwashers and Reusable Dishware

Dishwashers and reusable dishware are utilized in pre-K through 12<sup>th</sup> grade school cafeteria(s).

- A school in the municipality utilized dishwashers and reusable dishware in their cafeteria. The name of the school and the number of students served must be provided. Use the Notes section at the end of the RDP application if needed. **[1 point]**
- The majority of the student population in the municipality or regional district attended a school that utilized dishwashers and reusable dishware in their cafeteria(s). Provide the total student population in the municipality/district as well as the names of schools with dishwashers and reusable dishware and the number of students served in the identified schools. Use the Notes section at the end of the RDP application if needed. **[2 points]**

### **Solid Waste Reduction**

If your 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. 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: MassDEP expects to update this section in the Spring 25 RDP Grant Application.**

- Full Pay-As-You-Throw (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 of at the transfer station. **At least 50 percent of eligible households served by the municipal trash program must participate. [5 points]**
- Modified PAYT: A modified program provides each household with a 35-gal unit of trash or less per week in basic level service; trash in excess of 35-gals must be placed in an official PAYT bag, sticker, tag, or punch card purchased by residents. **At least 50 percent of eligible households served by the municipal trash program must participate. [4 points]**
- Trash Limit: A municipality with trash limits of one 64-gal trash cart collected **every-other week** may qualify *only* if a municipality has biweekly trash collection and overflow bags are purchased for excess trash. **[4 points]**
- Trash Limit: Households are limited to one 48-gal cart of trash capacity each week. Overflow bags must be purchased for excess trash. **[3 points]**
- Trash Limit: A municipality with trash limits of one 96-gal 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]**

### **Textile Recovery Initiatives**

- The municipality has completed a minimum of six activities from the list below that promoted the diversion of textiles from the trash. Municipality must provide proof for each item selected. **[1 point]**
1. A link to MassDEP's [Beyond the Bin Recycling Directory](#) was in a prominent location on municipal recycling web page (provide municipal recycling web page URL).
  2. News article or guest editorial on textile recovery was published in local newspaper.
  3. Textile recovery information and locations posted on community boards (e.g., library, schools, town hall, community center, etc.).
  4. Quarterly online promotion of textile recovery took place through blog post, social media, municipal web site, mobile application prompts, or electronic newsletter.
  5. Textile recovery program established at one or more schools (provide name of school(s) and textile recovery vendor).
  6. Municipal recycling mailing to residents (e.g., direct mailer, postcard, statement stuffer, calendar) included information about textile collection locations. Handouts distributed at the transfer station or recycling center qualifies as a mailer for non-curbide communities.
  7. Annual or seasonal textile collection event or zero waste event was held that includes textile collection (provide event location, vendor, and most recent event date).
  8. Municipality contracts for curbside collection of textiles (provide vendor name).
  9. Textile recovery PSAs or other videos to promote textile recovery aired on local cable or radio station (provide name of station).
  10. Municipality has a regulation or ordinance in effect governing clothing/textile donation bins (provide the link to the regulations that must be posted on the municipal website).
  11. Permanent textile collection bin was located at municipal drop-off, transfer station, library, or other non- school public facility (provide bin location venue name and address).
  12. Municipality tracked textile tonnage data from municipal collection sites and private sites (if available) and reported to MassDEP on the CY2023 Recycling and Solid Waste Survey.
  13. Municipal department (DPW, School Dept., Fire Dept, etc.) purchased wiping cloths made from recycled textiles.

Note: For the Spring 25 RDP Application, the Textile Recovery Initiatives Section will be removed. MassDEP plans to require a municipal textile recovery program (i.e., a permanent collection bin, school textile recycling bins, and/or curbside collection) as part of the Spring 25 RDP Grant Application.

### **Waste Prevention Outreach and Education**

- The municipality has completed a minimum of five outreach and education activities from the list below in the last fiscal year (July 1 - June 30) to promote waste reduction. **[1 point]**
- 1. Participated in MassDEP's [The Green Team](#). At least one representative from two or more schools were members of The Green Team and linked to this resource from their municipal website. (If there is only one school in the municipality, their participation will qualify.)
- 2. Sent 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.
- 3. Actively used and maintained at least one social media channel: Facebook • X • Instagram • Neighborhood Group/Profile on NextDoor.com.
- 4. Published an Op-Ed in a local newspaper.
- 5. Ran an advertisement or public service announcement.
- 6. Published a press release.
- 7. Created a guide or manual such as: Move-Out, Recycling or Reuse Guide, A-Z Recycling Guide, etc.
- 8. Sent a reverse telephone call message two times per year.
- 9. Ran a lawn sign campaign.
- 10. Ran a message via a sandwich board, electronic ticker tape sign, mural, or billboard two times per year.
- 11. Published a waste reduction goal or progress towards a previously declared goal.
- 12. Had an active recycling committee or other municipally recognized entity assist with education and outreach.
- 13. Tabled waste reduction and/or recycling outreach at a community event.
- 14. Ran a poster campaign at point of purchase such as pharmacies, cafes, hardware stores, etc. and community gathering spots such as faith-based centers, senior centers, youth/recreational centers, etc.
- 15. Ran a public transportation advertising campaign.
- 16. Distributed recycling bins or tote bags to multi-family apartment units (must have printed recycling instructions or Recycle Smart messaging).
- 17. Published a widely distributed paper or electronic newsletter.
- 18. Had a dedicated webpage containing direct links to the [Beyond the Bin Search Directory](#), [RecycleSmartMA.org](#), and the [Recycle Smart Recyclopeda Widget](#). Note: For the Spring 25 RDP Application, municipalities will be required to implement all three of these tools (or something comparable) on their website, to get points in the "Waste Prevention Outreach & Education" RDP Section.
- 19. Replaced municipal list of recyclable items with a list consistent with Recycle Smart and related graphics.
- 20. Subscribed to a mobile recycling application that is made available to residents seeking information about recycling and trash schedules, special events, etc.
- 21. Installed permanent instructional decals or in-molded labels on all residential recycling bins/cart. Labels must be consistent with the [Smart Recycling Guide](#) at [Recycle Smart](#).
- 22. A recycling campaign, or Recycling 101 refresher course, for municipal buildings and schools was conducted and involved reminder notices of recycling specifics, the contribution of recyclables collected by municipalities to recycling markets and signage. Recycle Smart must be utilized.

### **MassDEP Contacts:**

- Rachel Smith, Grant Manager, [Rachel.Smith@mass.gov](mailto:Rachel.Smith@mass.gov)
- Gail Sowerder Garron, RDP Program Lead, [Gail.Garron@mass.gov](mailto:Gail.Garron@mass.gov)
- Becky Ferguson, ReTRAC Login Questions, [Rebecca.Ferguson@mass.gov](mailto:Rebecca.Ferguson@mass.gov)
- [MassDEP Municipal Assistance Coordinators](#)

Attachment 5: Example Template for RDP Contract

**RECYCLING DIVIDEND PROGRAM CONTRACT (“RDP Contract”)  
BETWEEN THE COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF ENVIRONMENTAL PROTECTION (“MassDEP”)  
AND THE «OrgName» (“Municipality”)**

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 under the Recycling Dividends Program (“RDP”). The Municipality has earned a payment of «RDP\_Earned».

The Recycling Dividends Program 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 criteria points their program earns based on the [2024 Details: Recycling Dividends Program](#) and number of residents served as described below. RDP provides an incentive for municipalities to improve their recycling programs by implementing best practices and rewards communities with model recycling and waste reduction programs.

**Duration:** The term of this Contract 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 RDP Contract is authorized by the governing body of the Municipality to enter into this Contract on behalf of the Municipality and apply for and accept funds on behalf of the Municipality.
2. **Commonwealth Terms and Conditions:** The Municipality shall comply with the Commonwealth Terms and Conditions and other requirements set forth in the Municipality’s executed Master Service Agreement.
3. **Failure to Comply:** If, in the judgment of MassDEP, the Municipality fails to comply with any of its responsibilities identified in this Contract, then, at the election of MassDEP, (a) the Municipality shall repay the RDP funds to MassDEP within 90 days; and/or (b) title to all materials purchased with the RDP funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find the Municipality not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years. MassDEP may provide written notice to the Municipality of any such failure to comply. Such notice may provide a time period and manner for the Municipality to cease or remedy the failure. Such notice from MassDEP of any such failure by the Municipality is not a precondition to MassDEP’s right to select options (a), (b), and/or (c) above. The Municipality shall follow the instructions of MassDEP regarding possession of the materials purchased with RDP funds. The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, the Municipality 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 Municipality has established paper, bottle and can recycling in all municipal buildings, offices and meeting spaces, including schools. The Municipality shall continue such paper, bottle and can recycling during the term of the RDP Contract.
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 should be sent from the Mayor, Board of Selectmen, Town Manager, Town Administrator, or Chief Purchasing or Procurement Officer; and should include specific language encouraging the purchase of recycled products as it supports municipal recycling collection programs, recycling markets, and supports closed loop recycling. The Grantee shall submit the annual notification to MassDEP on or before February 15<sup>th</sup> during the term of the Grant. Failure to submit by this deadline will result in the loss of an RDP point.

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 [2024 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 - 1,999	\$245	\$350
2,000 - 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, 2023 and June 30, 2024 and that these programs fully meet the performance standard set forth in the [2024 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 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 recommended. 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:** By February 15<sup>th</sup> of each year, for the duration of the Contract, the Municipality shall submit the annual Recycling and Solid Waste survey and the RDP Spending Report through its ReTRAC Connect™ account. Submission of the Annual Notification of Buy Recycled Policy as described in condition 5. above is also required. Failure to comply with these reporting requirements will result in the loss of one RDP point and may jeopardize future grant awards and RDP payments.
11. **Environmental Compliance:** The Municipality understands receipt of RDP funds from MassDEP does not in any way imply that the Municipality is in compliance with applicable environmental regulations. This Municipality shall not be construed as, nor operate as, relieving the Municipality or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. The Municipality'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 RDP funds, an addendum to the Contract shall be provided to the Municipality. The same terms and conditions apply to the addendum.

**SIGN AND RETURN THIS DOCUMENT TO MASSDEP VIA EMAIL**

**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. Textile Recovery Initiative	«TextileVerified»
k. 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 Contract.

**COMMONWEALTH OF MASSACHUSETTS**

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

«**OrgName**»

Municipal Official(s) Authorized to sign: «**Position\_Authorized\_to\_sign**»

«**VCNumber**»

By: \_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Print Name) (Title)